

Simple just got easier.



Unleash Your Full Business Potential with
MaxxVault Document Management

| WORKFLOW

All organizations need to move information from person to person and place to place in order to complete day-to-day tasks. As the world shifts more and more to knowledge workers, getting information to them quickly and efficiently is essential to success.



Processing paper documents, matching them with diverse digital records and files, manually capturing data, properly filing documents and ensuring they are safely secured is an expensive, time consuming task.

Thankfully, there is a solution. MaxxVault can automate the process of moving documents quickly and efficiently to anyone in your organization for review, analysis, processing or approval. With MaxxVault managing your document flow there are no lost or misplaced files, workers can be notified via e-mail as soon as they have a new task even if they are out of the office.

The primary benefit to automating workflow is the efficiency enhancements which MaxxVault Enterprise gives you over your structured processes. Manually

transporting paper documents or retrieving them from files takes a large portion of a worker's day. Also, paper files – of which there may only be one copy – can be lost, misplaced or misfiled. Having only one copy means either only one person can work with the document at a time, it is expensive to replace if it is lost, or copies have to be made, increasing expense and the need for storage space.

In MaxxVault, you can set the exact steps through which a document must go so there are no errors in processing or skipped steps. As well, the entire process is completely visible to staff and managers so processing bottlenecks and productivity issues can be identified early. Every document has a history and MaxxVault keeps that information in case there are questions that



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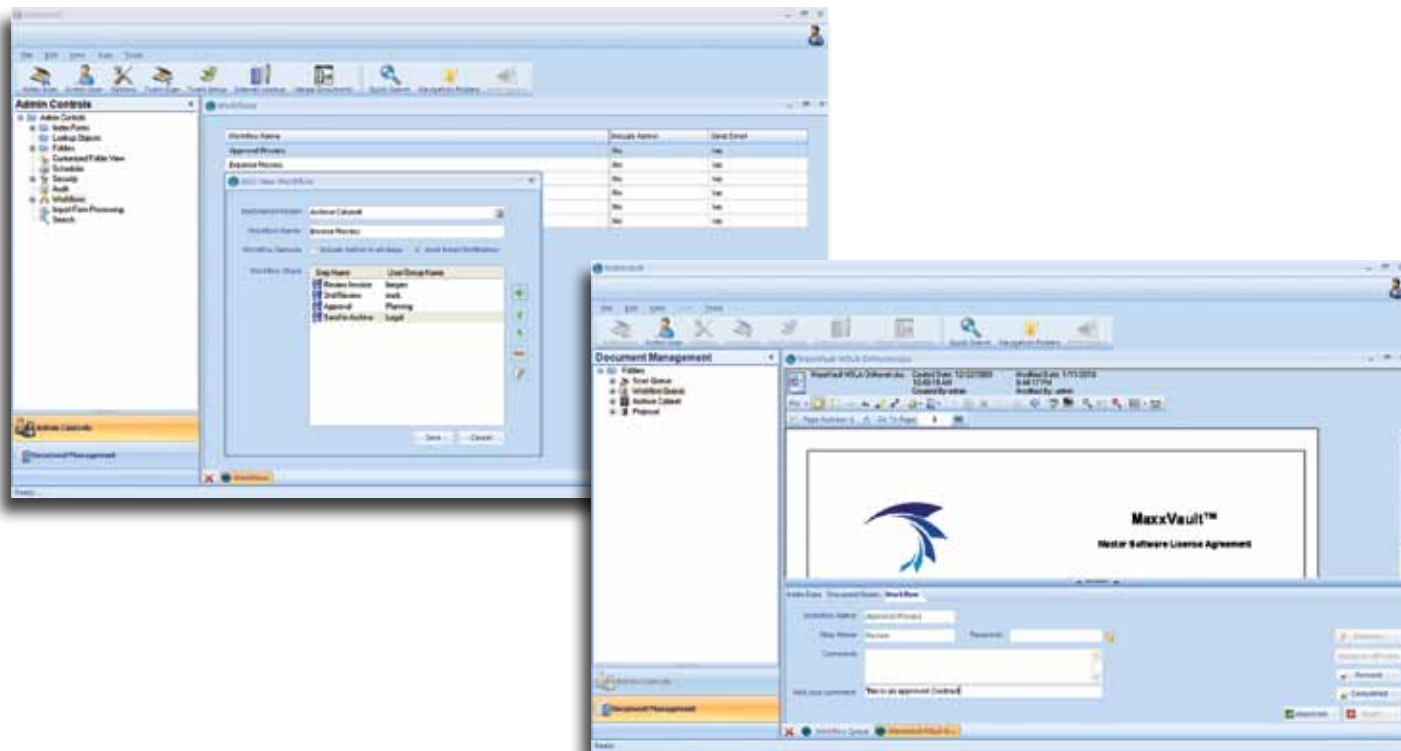
require explanation from the workers who have handled that document.

Larger organizations with several locations and smaller, home-office based “virtual” companies will also benefit from having a central storage medium that is accessible via the web. Tasks assigned to a worker will be available to the worker no matter where they are. There is no need to send documents by mail or require staff to navigate collections of documents that are on the server, their laptop and in various emails. The document they need simply appears in their workflow in-box.

Workflow isn't always a 'connect the dots' straight path. That is why MaxxVault has the ability to adjust the workflow based on rules set by you. Depending on the information contained within the document, different people may be required to be added or removed from the process. MaxxVault can recognize these differences and route the document according to the predetermined rule. Alternately, the users can enact an exception tool to route the document outside the workflow if necessary.

Features

- Route documents between users or groups
- Alerts to new tasks via email
- Alerts / reports on status
- Auto triggering of workflow based on index values or status
- Flexible to create new processes
- Workflows user options are Approve, Reject, Forward, Reassign, Completed or create customized options
- Tracking and overview
- Password Protected
- Mandatory Notes option



MaxxVault™