

# Keyflow™



## Workflow that Fits Your Business Needs

### Streamline and Automate Workflow Across Your Organization

How efficiently does your enterprise operate? Do transactions, tasks, and decisions flow seamlessly from one department to the next, regardless of the number of locations, steps, and participants involved? Or do transactions move at the pace of the people who execute them, sometimes happening quickly, and sometimes going astray when files are misplaced, people are absent, or paperwork is sent from one office to the next?

In today's business environment, there are more competitive, regulatory, and economic pressures than ever before. Working efficiently isn't a goal—it's a mandate for survival. You need every advantage to stay ahead. You need Keyflow™ from Global 360, Inc.

Our Keyflow software can help you streamline and automate mission critical processes, enabling you to dramatically improve the efficiency of your business.

Keyflow is a software application that allows organizations of all sizes to safely and securely conduct business in a paperless environment using: LANs, WAN's, the Web, and wireless communications.

### Highlights

- ▶ Automate paper-based workflows, dramatically increasing the speed and accuracy of processing while reducing errors and costs
- ▶ Enforce business policies ensuring compliance and increasing process visibility
- ▶ Efficiently manage exceptions
- ▶ Reduce or eliminate bottlenecks presented by staff absences and turnover
- ▶ Rapidly implement simple and complex business processes using a flexible design tool
- ▶ Track progress with a full and fine-grained audit capability
- ▶ Intervene in an active process, resolve error conditions, even adding new steps to the process
- ▶ Store process data to relational databases and product detailed reports and metrics
- ▶ Access work queues via Outlook® or through the web using InfoPath®, BizTalk®, or SharePoint®
- ▶ Integrate Keyflow into existing business processes using Keyflow's XML, COM, Automation, Forms and Scripting components

## Design Business Processes that Fit Your Organizational Policies

Keyflow transforms traditional business processes into efficient, integrated electronic procedures. With Keyflow, you can create automated workflows that are tailored to your particular business processes, infrastructure, and policy requirements. Every individual involved in a process, from purchasing to manufacturing, shipping and accounting, can be included in the workflow.

Keyflow is quick to deploy, with an easy-to-use workflow designer that speeds the process of creating and implementing business processes. Built-in forms capability, through ProForms™ or Microsoft InfoPath™, allows you to replicate current paper-based forms in an electronic format.

Define each step within a workflow, specify the participants, add scripts, forms, data, and conditions for proceeding. Link steps together, in series or even in parallel, to effectively represent the process.

## Manage Complex Processes Automatically

When a workflow is launched, Keyflow manages the tasks by evaluating requests, evaluating preceding steps, and initiating the next actions, all without human intervention. Data fields on forms can be populated automatically based on other information in the workflow, or collected directly from a form associated with the workflow.

By managing complex processes automatically, Keyflow frees your personnel from the time-consuming tasks associated with shuffling and tracking forms and papers inside and outside of your organization. To increase efficiency, Keyflow even allows you to define alternate paths for a process to follow when key approvers are unavailable.

## Get the Functionality You Need to Work Efficiently

Keyflow includes a broad range of functionality to help you work more efficiently, including:

**Multi-client Support** - Allows users to participate in workflows using our tightly integrated Microsoft Outlook® client or your Web browser.

**Forms Integration** – Integrates with ProForms®, Microsoft InfoPath®, custom .NET, or .ASP Web-based forms.

**Server Side Scripting** - Provides custom processing with easy access to workflow data, databases, and third party OLE automation objects.

**Intervention** - Display the status of running workflows and allow 'on-the-fly' changes.

**Attachments** - Attach documents to workflows for review, revision, annotation, and approval. Add documents stored in Keyfile®, Kovis®, Microsoft SharePoint®, the Windows® file system, and other document management systems.

**Alerts** - Alerts recipients when a response is overdue and forwards tasks automatically to a substitute participant.

**Reporting** – Use Metrics Builder with Crystal Reports® to track the status of active work workflows, measure productivity, calculate ROI, and produce detailed reports. Microsoft Access®, SQL Server®, and Oracle™ are supported.

## Product Components

**Workflow Server** Manages workflow requests and includes a powerful inference engine for step processing.

**WebWorkflow Server** Provides access to workflow tasks via standard browsers without time-consuming client installations.

**WebWorkStore** Store flow requests in SQL databases and access them through a .NET Web Application

**Workflow Designer** Provides an intuitive graphical user interface for creating workflows.

**Metrics Builder** Store workflow data in SQL databases and report on them via Crystal Reports®.

## About Global 360

Global 360, Inc. is a leading provider of Business Process Management and Analysis Solutions for Global 2000 organizations. With more than two decades of experience, Global 360 provides organizations with a competitive edge by automating, measuring, and improving resource-intensive business processes across different communities, including customers, employees and partners. Global 360 provides organizations with the insight to make informed business decisions and the flexibility to quickly adapt to changing market needs through real-time metrics that ensure business objectives and customer commitments are managed effectively. Building on our strength in financial services, government and insurance, Global 360 empowers sites for more than 5,000 customers in 134 countries. Global 360 Inc. is headquartered in Texas with operations in North America, Europe, and the Pacific Rim. For more information about Global 360's BPM solutions, please call 1-214-520-1660 or visit the company web site at [www.global360.com](http://www.global360.com)



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