

Giving you the ability to easily manage the lifecycle of critical business information and documents—without programming!

AbilitySoftware



AbilitySuite® for ... Document Management & Workflow



Highlights

- ◆ **Easy-to-use “Template” for configuration of Workflows and Business Processes**
- ◆ **Standardised Form Design**
- ◆ **Standardised View Design**
- ◆ **Unlimited Number of Workflow States and Actions**
- ◆ **Version Control**
- ◆ **“Check-in Check-out”**
- ◆ **Escalations and Reminders**
- ◆ **No Programming required!**
- ◆ **Complete History / Audit Trail**
- ◆ **Uses Centrally Managed “Registered Keywords”**
- ◆ **Integrated into AbilitySuite® Central Search Portal**



Managing Documents and Business Processes requires Agility

One thing is for sure: whatever the lifecycle or workflow of a certain document or of piece of information is today—it is going to change! And if it is a major task to respond to such changes it simply won't get done in a timely and cost effective fashion.

Functional and Scalable

The **AbilitySuite®** Document Management & Workflow (DM&WF) solution is 100% Lotus based and consists of a number of key elements, which make the system extremely functional and highly scalable. Functionality supporting the integration of desktop productivity software, workflow and document lifecycle modelling as well as advanced searching make the

AbilitySuite® Document Management & Workflow solution a well rounded and complete offering.

Advanced Lifecycle Management

At the core of the **AbilitySuite®** DM&WF solution is an extremely versatile “template”, which can be configured to support complex document lifecycles or business process workflows—without the need for programming. Any number of processes can be created from this template, making for excellent scalability!

This template supports all of the commonly needed features, including custom views, email notifications, reminders, escalations, ‘check-in-check-out’, version control etc. straight ‘out-of-the-box’ .

Form and view design—tasks that normally require programming skills— can now be carried out by business users. Any number of “States” and “Actions” in a workflow or document lifecycle can be defined using a wide range of options—again, without programming!

Save Time and Money!

When it is this easy to create intelligent business applications to support your business processes and document lifecycles you are going to save time and money!

Document Management

Many documents require multiple people to check and approve content before they are published. Operating procedures, manuals, contract clauses etc. may require scheduled reviews and periodic re-publishing. People involved in the lifecycle of any such document may wish to post 'sub-documents' with comments or other feedback relating to the main document, while keeping this distinctly separate. They may want to reference documents against one or more customer(s), project(s), production run(s) etc.

Workflow or Business Process

Where there is workflow, there is some sort of business process. Such processes typically involve people with different levels of authority for approvals and sign-off purposes.

An Integrated Approach

Document management and workflow are often treated as two separate requirements. Looking closely, though, most people will agree that where there are documents, there is process.

The **AbilitySuite®** Document Management & Workflow solution is an integrated system, which facilitates both. In addition, it comes with a tightly integrated Central Search Portal, which makes it a breeze to locate important documents or information related to business processes.

Your first step to improving Document Management & Workflow: Call us today!

For a demo of the **AbilitySuite®**, or even a 30-day trial, contact us today.

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For more information

Email:

info@abilitysoftware-global.com

Phone: +64- 9-5252611

Fax: +64-9-5250873

Web: www.abilitysoftware-global.com

