DocStar ECM Workflow for Manufacturing

Product
DocStar® ECM Workflow

Benefits

▶ Contract review—circulate, collaborate, and approve contracts faster

▶ Sales order process—accept, review, and initiate customer orders more quickly

▶ Purchase orders—capture, and later retrieve, purchase orders and acknowledgements instantly

▶ Work orders—receive notifications and access completed work order documents immediately

▶ Engineering change orders—demystify and streamline departmental approvals

▶ Quality control—easily manage ISO documentation such as plans, manuals, procedures and records using powerful routing, approval, security, and auditing tools

▶ Accounts payable—invoice capture, processing, and approval made fast and simple

Accounting automation, sales order process automation, quality control, and ISO

Ready, set…increase productivity!

Greater productivity, competitive advantages, manufacturing organization success—DocStar understands this and delivers on document-drive process automation to increase your organization's productivity. DocStar ECM's comprehensive yet easy-to-use approach to manufacturing enterprise content management software provides powerful efficiencies in these key areas.

Simplify your document process

DocStar Workflow allows your important business documents to be routed electronically, enabling users to process work more efficiently, faster, and more accurately.

▶ Open your work queue and review the list of assigned documents
▶ Review documents—add information, annotations, comments, and even approve or reject documents
▶ Route documents based on defined workflow processes
▶ Use workflow alerts to notify key stakeholders of work to be done
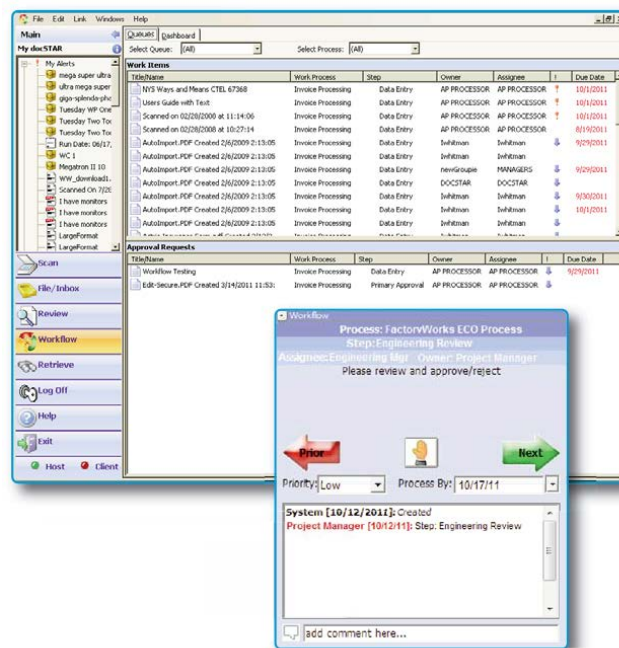
Monitor your dashboard

Built-in workflow queues and dashboards provide team members and management with real-time insight into any active document or package workflow. Check and re-assign workflows instantly. Check and re-assign workflows instantly, and monitor workflow process efficiency.

Simply put, take control of your document processing workflows quickly and easily to achieve greater efficiency and better insight into your process.
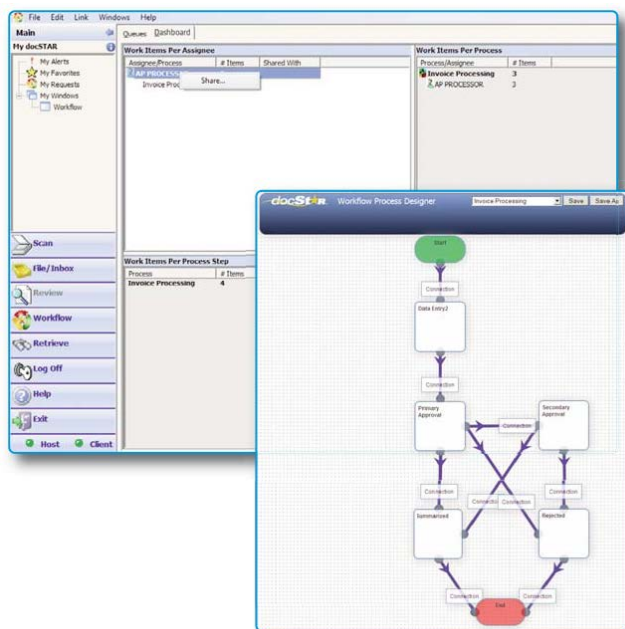
DocStar®

Automate intelligent rules-based workflows

Create numerous rules-based workflow combinations. Route documents to users or groups automatically, send automatic notifications, provide guided user interaction, and allow automated index information acquisition at any point in the process.

Create any number of automated or user-guided steps that include multiple possible branches. For example: create elaborate invoice processing workflows where invoices are routed to your AP department, then onto the appropriate department manager, and then route the invoice on to a secondary approver when necessary.

Receive real-time workflow alerts and information

Workflow process designer makes it easy to create efficient document processes

About DocStar

Helping businesses translate vision into action for more than 20 years, DocStar delivers a flexible and innovative enterprise content management and process automation platform. Easy to implement and use—both in the cloud and on premises—DocStar proven technology and global process expertise empowers organizations to operate at peak performance, navigate change, and grow.

DocStar®

Contact us for more information on DocStar products and services

+1.888.362.7827 x2735   info@docstar.com   www.docstar.com