

## EZ-Workflow Benefits

Your organization's knowledge workers search for information, act on it, move it and archive it, every day. This process, with the manual searching, faxing, photocopying and hand distribution, is costly and time consuming. The inefficiencies of the process divert your staff from the crucial business of making productive use of the information.

How can you achieve faster collaboration between your employees and at the same time prevent wrong decisions? How can you make your process execution more efficient without the need to raise your budget? DynaFlow has the answer with EZ-Workflow, the Process automation solution for Baan and non-Baan customers.

EZ-Workflow allows organizations to automate part of their ERP system related tasks, mainly those time-consuming tasks, such as human-driven approvals and engineering design changes. EZ-Workflow provides real-time monitoring of in-progress transactions and significant savings in reducing inter-task delays. Reason to continue reading...

	Manual approval	With EZ-Workflow	Benefits		
			Q	S	C
Purchase Requisition flow	Paper-driven	Database-driven	X	X	X
Probability of lost	Medium	Absent		X	X
Approval Monitoring / Expediting	Poor to none / time consuming	Online tracking / real-time monitoring		X	X
Approval Signature	Manual	Electronic	X	X	
Dispatch per dept / Req. type / amount	Manual	Automated		X	X
Approval history/auditing	On paper / difficult	Detailed / Online	X	X	X
Task notification to approvers	Manual / based on implicit knowledge	Automatic / based on workflow routes	X	X	
Average process cycle time	1 days – 2 weeks	Minutes - 1 day		X	X

**Benefits: Quality / Speed / Cost**

*Schematic identification of EZ-Workflow Benefits*

### EZ-Workflow Benefits

- o **Improved productivity**, because employees can handle their tasks efficiently in a browser application without the need to fill out forms and without the need to take care of sending it to the next department or person for proper follow-up. This saving of time allows one person to handle much more cases than before;
- o **Reduced operating costs**, as costs related to shipping forms and papers via internal post or even by external services are eliminated and replaced by free electronic and instant delivery via existing secure network connections.
- o **Faster processing time**, because electronically transmitting data is performed instantly, and routine human decisions are replaced by defined business rules, speeding up the collaboration between participants in business processes.
- o **Reduced errors and loss of data**, because the workflow engine is consistent in evaluating business rules, while human decisions are error-prone. Beside that, paper forms can get lost, unlike electronic forms that will stay in the system until the process is finished.
- o **Increased visibility of process status**, allowing employees at any time to inquire the status of a specific work-item (e.g. purchase requisition). This satisfies the need for information and decrease communication costs made to investigate manually the status.
- o **Better control of critical deadlines**, by possibility to assign deadlines to individual tasks and processes. Commitments to customers can be controlled much better, as overdue items are escalated to responsible managers automatically.
- o **Ability to include 3<sup>rd</sup> parties in Workflow execution**, as EZ-Workflow is purely web-based, which makes it possible for customers to include business partners in the process execution. A nice example of collaboration in the supply chain.