

EcosAgile Documents & Workflow

“ optical storage of documents,
forms on line and flows customizable ”



www.ecosagile.com

ENTERPRISE
SOLUTIONS

What is EcosAgile Documents & Workflow ?

EcosAgile Documents & Workflow is a **powerful and complete Document Management System**; it is a web technology platform that allows you to acquire, arrange, manage, process and share electronic documents and forms securely and according to completely configurable rules and flows.

Even with ECM, ERP and other solutions available, there are often situations involving papers and e-mails that are not routinely managed; these have negative impacts on the accessibility of data, traceability and security, and provoke higher costs and risks. EcosAgile Documents & Workflow is a complete and integrated solution that allows you to easily and immediately **reduce printouts, paper documents and unstructured communication in business processes to a minimum, rendering systems more efficient from start to finish.**

A **special configurable integration component** allows you to import and export documents and workflow information to and from external systems in order to interact with processes that affect other systems and/or documents produced outside the system, avoiding the frequent integration problems that plague competitor solutions.

The product is fully integrated with all the other products in the EcosAgile suite.

Why EcosAgile Documents & Workflow ?

The application allows the **management of business applications and projects, electronic folders for employees** (internal/ external) **and third parties** (suppliers, customers and partners), as well as any internal physical and/or multimedia archives. Its functions are usually applied to the management of document revision and approval flows, including those produced externally and/or with third-party applications, for sharing documents between offices (staff, managers, employees, payroll, etc.); it can employ **bulk loading functions and flow management with flexible and intuitive workflow rules** which can even support very articulate definitions.

Documents can be accessed via the internet and can be fully profiled according to the type of user, document, workflow status, etc. The documents can be linked to all the different pages and information managed by the application, and can then be rendered **available as attachments in various contexts** (e.g., contracts/orders, a workplace accident or a bonus) while still **residing in the corporate archive.**

Documents can be searched using filters and keywords, even in full-text within the document itself.

Don't make any decisions without having assessed why EcosAgile Documents&Workflow is so different.



ELECTRONIC DOCUMENTATION FOLDER

- Management of types of documents and visibility rules
- Document archive
- Management of attachments and versions
- Search with keywords and full-text within attachments
- Simplified form creation

MULTIMEDIA LIBRARY

- Management of the company library and multimedia material
- Assignment management/ availability queries
- Multiple copy management

FLOWS & WORKFLOWS MANAGEMENT

- Approval flows
- Access and download audits
- Definition of participants and roles in workflows
- Graph rules/sequences
- Actions on nodes and/or paths (mail, sms, events, sql, batches, etc.)
- Visibility Rules per stakeholder/node
- Workflow variables management
- Tracking of execution details
- Easy integration with any application
- Timetables and notifications
- Configurable integration layer

SECURITY

- Secure Management using secure protocols
- Internet/intranet viewing
- Attachments in Databases and/or File Systems

Who is it designed for

EcosAgile Documents & Workflow is a valuable tool for businesses of all sizes, public entities, firms and associations who wish not only to archive documents electronically, but to more importantly be able to manage and share them simply and integrate them into the business processes from which they derive and where they need to be controlled and used.



INNOVATIVE solutions

A unique and innovative platform

F O R E N T E R P R I S E

The EcosAgile platform is based on an innovative technology that manages objects and relationships through a configuration approach, without complex and expensive project, programming and testing phases.

The product can be customized with simplicity and functionality is constantly improved. A unique feature is the fact that **customizations and release upgrades coexist without additional costs and risks**, adding value to the investment over time.

The same end user can manage changes over time in a simple and autonomous fashion, without any programming.

The **solution** is fully **web based** and is delivered in **Cloud/SaaS mode** or in **on-Premise/License Agreement mode**.

Advantages

- ✓ Extraordinarily flexible and easy to use
- ✓ Complete and integrated, even with existing company software and always updated to the latest version
- ✓ Quality for Total Cost of Ownership that competitors cannot match



MAXIMUM ACCESSIBILITY, WEB 2.0

Easy extension of the information/procedures to management and staff through the Self-Service functions and workflows already bundled in the standard product.



NATIVE HANDLING DEPTH HISTORICAL DATA

The correlation between the current and historical information is handled natively by the package, with significant benefits in terms of lower cost, higher quality and better integrity of the information managed.



POWERFUL AND STATE OF THE ART

Multi-company, multi-country, multi-language (including Unicode management) and multi-currency. Careful security/privacy management. Powerful workflow engine.



MAXIMUM WEALTH OF INFORMATION

Any report, list or grid can be exported to excel. Default charts, flexible analyses and analytics rapidly provide all the information needed to work with your business data.