

Goodbye Paper Hello Freedom



IntelliChief™ for Document Workflow & Processing

IntelliChief Document Workflow Engine

Organizations function based on business rules. Everything has a process or procedure associated and tasks have rules and exceptions. By focusing on your business process instead of simply in the documents that are part of it, IntelliChief's workflow engine can apply the same policies and procedures you are using today when handling paper files to the electronic documents that will be part of your organization when you embrace paperless processing.

Workflow Rules and Alerts

The Document Workflow function in IntelliChief is a versatile processing engine that can be fully customized to allow you to continue working the way you want without compromising quality and changing user behavior. Documents being captured are associated with a workflow process that takes care of routing it to the appropriate person for approval, sending alerts when necessary and managing the stage of the document.

Documenting Process and Improving Throughput

More than moving documents around, workflow is like a documented version of your process. An electronic version, that is. And a powerful one, that makes approvals, reviews, sending and receiving files, and related operations become second nature and almost invisible. The workflow engine also helps you gain better visibility to the process by notifying you of where certain documents are in the process and letting users focus on the task at hand without worrying about following up on a purchase request, or chasing invoices that in the old days used to get lost in transit. The electronic trail is available for authorized users and guarantees your compliance with industry regulations.

System i Document Workflow – Integration with ERP

Since most business documents (invoices, purchase orders, statements, acknowledgements, bills of lading, and the like) are created from your iSeries line of business application (LOB), it is only natural that you would want your system integrated with your iSeries document management solution. IntelliChief's integration module allows you to have a full paperless workflow solution that handles electronic documents generated from your ERP so that you don't have to worry about making sure it gets to the right person or is distributed the way your customer wants to receive it.

How Workflow Improves Processing Time & Eliminates Costs

Part of integrating with your iSeries business application involves improving the way you process your documents but also in eliminating costs associated with pre-printed forms and specialty printers. As invoices, requests, acknowledgements, purchase orders, pick lists, and other critical transactional documents are created in your iSeries ERP, a spool file is generated. Instead of having to print that document before any action is taken like in the old days, you now don't need to worry about that. IntelliChief uses Quadrant Software™ Formtastic™ solution for electronic forms guaranteeing that the spool data gets formatted in a professionally designed way and captured by workflow as it is sending it to the next step in your process. Once you retrieve or distribute this newly created document, the appearance will be professional, and you won't have used a single pre-printed form. Everything is paperless, and everything looks professional.

IntelliChief Mobile™

IntelliChief Mobile extends i Series, and other documents so that they can be easily accessed in an instant, from any location, at any time. With an Apple®, Android™, or Windows® Mobile device, you can connect to your IntelliChief Document Management system dashboard and customized inboxes via URL and search, retrieve, view, sort, and manage your documents.

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