

*The Integra Workflow system automates business processes by passing data, documents and information electronically within your company and to and from your business partners according to a predefined set of rules.*

### Integrated Business Solutions

It gives you greater control over key business processes by standardising working methods and leads to greater consistency and efficiency in terms of response times and service levels throughout your organisation.

The Integra Workflow system's flexible design allows it to be adapted quickly and easily as business needs change.

It caters for the phased automation of individual processes such as those relating to requisition authorisation, purchase order intervention and invoice approval & payment.

Selected tasks which recur periodically, such as report generation and archiving tasks, can also be scheduled for automatic processing at specified intervals and in accordance with predefined rules.

Database alerts can be set up to monitor changes in individual values in the Integra database and to keep selected users informed regarding them.

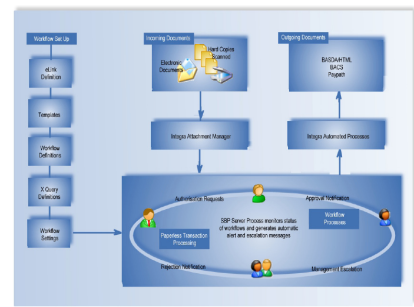
### Workflow Set Up

Various program options are available which allow the Workflow System to be configured to suit the needs of your organisation.

- eLink Settings define the email addresses to which messages generated by each workflow will be sent;
- E-mail templates are assigned to each workflow which enable you to define the e-mail content and the transaction or record data which is to appear;
- The Workflow Definitions specify the trigger which will initiate the workflow process, the escalation interval, as well as the various parameters specific to each individual workflow;
- The X Query Definitions render transaction details stored in the Integra database as HTML documents, which can then be attached to or embedded in the workflow generated emails;
- The Workflow Settings control the general operation of the Workflow System: the destination of statistical reports, the period for which log files should be retained, etc.

### Database Alerts

The Integra Workflow system can also be configured to alert interested users when a particular value in the Integra database falls within a predefined range.



It could be used to monitor the value of a particular general ledger account such as a suspense account for example or to track delivery delays on a vital purchase order.

### Transaction Authorisation

Using the Integra Workflow System, remote approval of transactions is possible using any HTML compliant e-mail application. The person nominated to approve the transaction is sent details automatically via an e-mail notification message and can call it up for approval or rejection simply by clicking an item in the body of the message.

#### Features

- Automated authorisation workflow
- Easy-to-use
- Full integration
- Flexible

#### Business Benefits

- Greater control over key business processes
- Greater consistency and efficiency
- Reduce costs
- Tightly integrate your workflows with your existing IT environment

## Professional Services

Capita IB Solutions has an excellent track record of delivering expert support and consulting to Public, Private and Not for Profit Organisations. Ranging from top-down business analysis and enterprise modelling to database design, application implementation and tuning, a comprehensive package of methodologies, support, training and consultancy services has been developed to ensure the success of all projects within a defined framework of quality, cost and time.

### Business Strategy

Our consultants can work with you to ensure your business strategy is supported by coherent and business-aligned systems.

### Technical Support

We offer a full range of technical consultancy and support services to ensure the effective delivery of your Integra solution.

### Healthchecks

Our regular healthchecks review the solution architecture and recommend changes or enhancements.

### Implementation & Design

We assist clients during all phases of the development life cycle, with teams encouraged to acquire the knowledge to maintain and support the systems.

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Notifications are also catered for to allow the originator of a transaction to be notified of its current status.

Workflow can be configured for example to ensure that a requisitioner is informed automatically throughout each stage of the processing cycle from authorisation to goods receipt.



Date	Description	Amount
10-May-2011	ISSUE OF INVOICE	100.00
10-May-2011	ISSUE OF INVOICE	100.00
10-May-2011	ISSUE OF INVOICE	100.00
10-May-2011	ISSUE OF INVOICE	100.00
10-May-2011	ISSUE OF INVOICE	100.00
10-May-2011	ISSUE OF INVOICE	100.00
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The Integra Workflow system is designed to eliminate conventional documents from these processes.

Attachments can be sent with each notification, or web links can be used to give point-and-click access to them.

These attachments can consist of Integra transaction details rendered in HTML, document images of suppliers' invoices, transaction correspondence etc.

The status of each transaction is continually monitored by the workflow system and escalation processes can be applied so that nominated managers will be alerted if tasks are not carried out by the person responsible before the specified deadline.

### Periodic Workflows

Periodic workflows can be used to devolve tasks which recur periodically to the Integra Workflow system.

Batches of reports can be generated in sequence at monthly intervals, or various archiving and housekeeping tasks can be set to run automatically at month end.

Automatic notification messages can be attached to these workflows so that relevant staff can be advised on commencement and on successful completion.

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