

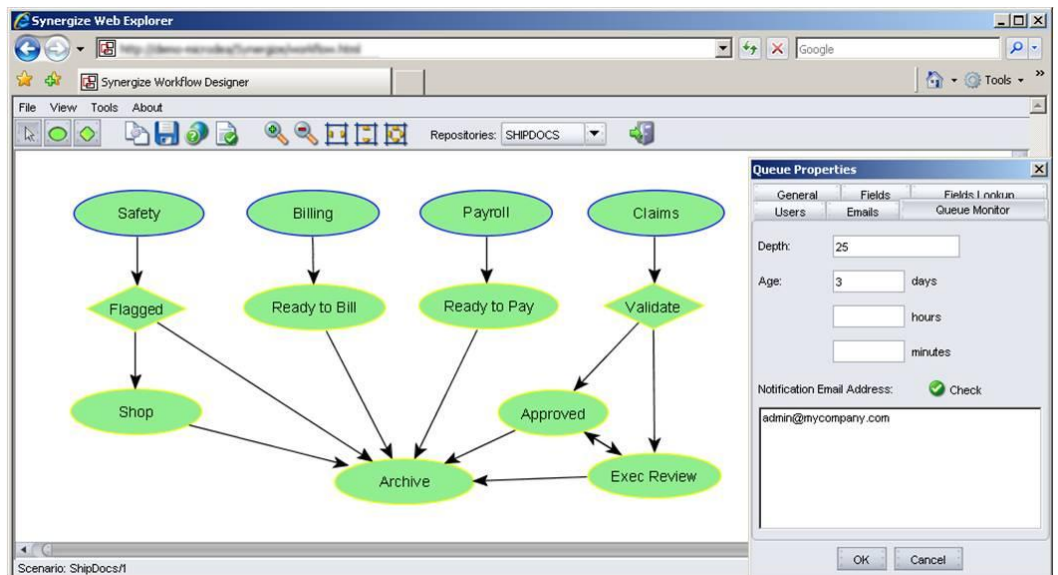
SYNERGIZE Workflow

Workflow automation enables organizations to achieve operational efficiency, reduce transactional costs, and ensure process consistency

Synergize Workflow provides an electronic document routing solution that increases management oversight of processes and allows users to perform tasks more efficiently, faster, and more precisely than with conventional paper processing.

Workflows can be triggered by scanned images, PCL print streams, email and eForms routing to the appropriate queue. Synergize users with authorized access to these workflow queues can then process the work, tasks and procedures needed to move the information on to the next procedural step.

Workflow Designer



Synergize Workflow is configured through a complete point-and-click, web based designer tool allowing both Business and IT staff the freedom to create and design workflows in an instinctive manner.

Synergize Graphic User Interface (GUI) makes it easy for users to access their work queues. Such queues can be monitored by depth (number of documents), age (days, hours, and minutes), email notification, database lookup, and audit trails. Additional integration with third party applications can be achieved through Synergize's open web services architecture, creating great efficiencies for organizations.

Workflow Applications Include:

- ✓ Accounts Payable
- ✓ Accounts Receivable
- ✓ Human Resources

Contact us about the pre-built workflows for your industry. Implement workflow today and automate your current processes, then intuitively and flexibly refine your processes overtime to enhance your operational efficiencies.

WORKFLOW:

Workflow is the movement of documents, tasks, work and responsibilities throughout an organization or department.

Workflow identifies the particular process by which work is to be completed by defining the tasks, determining the order in which they are undertaken and assigning the person responsible for their completion.

Automated workflow monitors and manages this process by setting timers and automatically sending alert notifications to ensure the documents are processed at the prescribed pace, in the correct order, and by the appropriate personnel.

Workflow automation solutions increase visibility and help those in management positions to establish metrics for each step of the process. Employees are able to improve their productivity through access to standardized processes which can be used both locally and remotely. Workflow automation enables organizations to achieve operational efficiency, reduce transactional costs, provide better customer service, and ultimately increase profitability.

TRAINING

Microdea's professionally designed and presented courseware provides hands-on training to smoothly advance users from conceptual understanding to practical skill set, enabling you to more quickly realize the business benefits of your Synergize investment.

TECHNICAL SUPPORT

Microdea's Support and Upgrade Assurance (SUA) contract provides access to our in-house technical resources and to the latest developments in imaging technology. Clients with SUA contracts are entitled to the latest version of Synergize at no additional cost.

ABOUT MICRODEA

As developers of the innovative Synergize Document Automation Solution, Microdea provides clients with advanced document, workflow and process management technologies. This cost-effectively automates and streamlines their paper-intensive business processes.

For more information on any of our products or services please visit us on the Web at: www.microdea.com

Microdea Inc.

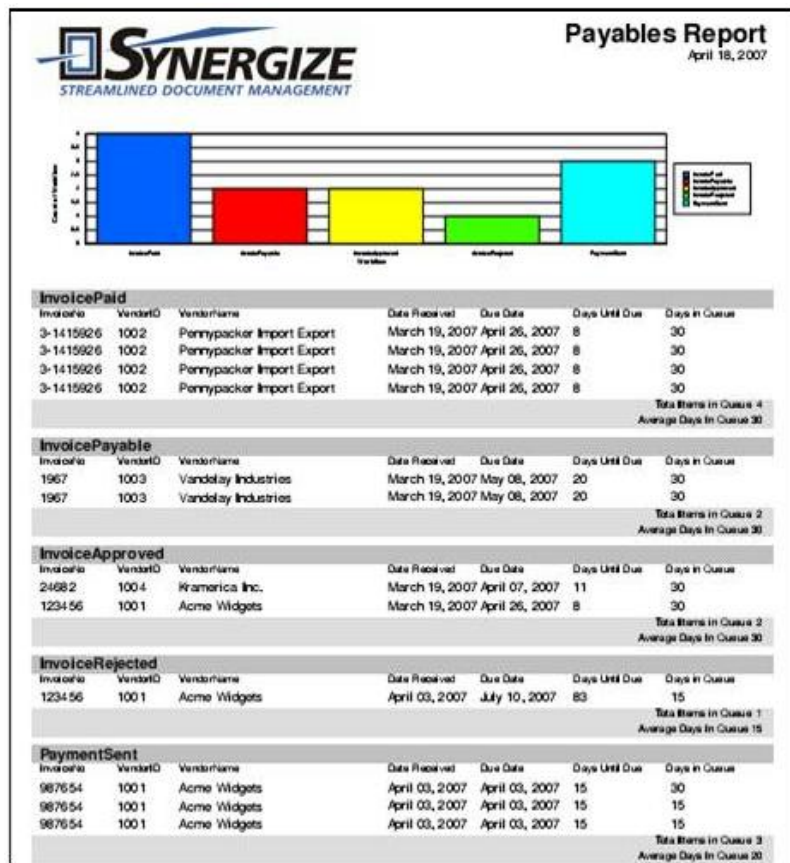
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Synergize monitors and manages processes by setting timers and automatically sending alert notifications to the appropriate personnel when a process has stopped. The responsible employee can then rectify the issue and re-commence the process.

Visibility is increased, enabling those in management positions to establish performance metrics to ensure each step of a process is completed properly and on time.

Workflow reports allow organizations to assess the efficiency of their workflows and related business processes. These reports enable management to locate problems with processes and determine whether a group or individual is meeting performance targets.

Workflow Report for Payables



Key Benefits:

- **Improved efficiency** - automation of many business processes results in the elimination of unnecessary steps
- **Better process control** - improved management of business processes achieved through standardizing working methods and the availability of audit trails
- **Improved customer service** - consistency in the processes leads to greater predictability in levels of response to customers
- **Flexibility** - software control over processes enables their re-design in line with changing business needs
- **Business process improvement** - focus on business processes leads to their streamlining and simplification