



Providing technology solutions to improve
Network, Application, and Data Management

**Could your company benefit
from automated workflow,
and the power of R3?**

Continue to learn more.

:: Could your company benefit from automated workflow?

Consider these questions...	Yes	No
Does your company utilize paper forms to request and obtain approvals for internal processes?	Yes	No
Does your company require an audit trail for approvals and authorizations?	Yes	No
Does your company have centralized service departments that handle requests from other departments and employees?	Yes	No
Could your company benefit from standardized operating procedures across your organization?	Yes	No
Could your company benefit from having a central database that contains a history of all requests and authorizations?	Yes	No

Answer "Yes" to one or more of these questions? Your company will benefit from workflow.

:: Good Candidates for Workflow...

Sales & Marketing

Marketing Material / Campaign Approvals

Proposal Approvals

Contract Reviews

Customer Activation / Status Changes ★

New Quote / Product Discount Approvals ★

Pricing Discount Requests

PR / Sponsorship Approvals

Finance & Operations

Purchase Requests ★

Travel Expense Requests

Vendor & Contracts approvals ★

Capital Expenditure Requests ★

Payroll Change Requests

Expense Report Approvals ★

Product Pricing / Margin Approval

Budgeting and Cost Approvals

Document / SOP Approvals

Financial Results and Reporting

Human Resources

Leave of Absence / Time Away ★

New Hire Management

Timesheets

Employee Change of Status

Benefits Enrollment and Changes

Policy and Procedure Changes ★

Employee Move Process

Facilities Access

Salary/Wage Changes

Performance Reviews

Employee Complaints

IT Functions

Software Change Requests ★

System Access Requests ★

New User Setup Requests ★

IT Service Requests ★

New IT Project Requests ★

Problem Reporting ★

These areas are common to almost all companies, and are good candidates for workflow.

:: Workflow Examples: Request Time Off / Time Away

Steps / Stops	Manual Approach	Using Workflow
1	Employee Fills out Time Away Request form.	Employee submits Time Away Request.
2	Employee makes/retains copy of form for personal records.	System routes to supervisor for approval, notifying employee of tracking #
3	Employee gives to supervisor for approval	Supervisor approves
4	Supervisor approves, makes/retains a copy for dept records.	System routes to HR, notifying employee of approval/update
5	Supervisor notifies employee that request is approved.	HR enters into system
6	Employee retrieves his/her copy of form and updates.	<div data-bbox="1144 938 1591 1133" style="border: 1px solid green; padding: 5px;"> <ul style="list-style-type: none"> ✓ Fewer Steps ✓ Less paperwork ✓ Better information </div>
7	Supervisor sends original to HR.	
8	HR enters into system	

Using workflow to automate manual processes, fewer steps are required and information improves.

:: Workflow Examples: Capital Expenditure / New Equipment Request

Steps / Stops	Manual Approach	Using Workflow
1	Employee Fills out Cap Ex / New Equipment Request form.	Employee submits New Equipment Request, providing all required information.
2	Employee makes/retains copy of form for personal records.	System routes to supervisor for approval, notifying Employee of tracking #
3	Employee gives form to supervisor for approval	Supervisor approves
4	Supervisor approves, makes/retains a copy for dept records, informs Employee that request is approved.	System routes to Procurement / Purchasing Dept, notifying employee of approval/update
5	Supervisor sends request to Procurement / Purchasing Dept	Procurement / Purchasing Dept orders equipment
6	Procurement / Purchasing requests additional information.	Equipment received, deployed
7	Employee/ Supervisor collect additional information as requested	System routes to Accounts Payable for payment
8	Employee / Supervisor sends updated request to Procurement / Purchasing	Accounts Payable verifies billing accuracy and pays vendor
9	Procurement / Purchasing orders equipment	
10	Equipment received, deployed	
11	Invoice / Billing information sent to Accounts Payable	<div style="border: 1px solid green; padding: 5px;"> <ul style="list-style-type: none"> ✓ Fewer Steps ✓ Less paperwork ✓ Better information </div>
12	Accounts Payable requests copy of original request form	
13	Employee / Supervisor provides original request information to Accounts Payable.	
14	Accounts Payable verifies billing accuracy and pays vendor	

Using workflow to automate manual processes, fewer steps are required and information improves.

:: Establishing Workflow – 3 Simple Steps

1 Define Process

Examples	What's Required?
Expense Report Customer Setup Order Hardware Tech Assistance-Email Tech Assistance-Phone Request Time Off New Item Setup Others....	1. Name 2. Description 3. Internal, External, Both? 4. Required Data Fields



2 Define Router

Examples	What's Required?
Payment Approval Software Update Hardware Installation Customer Maintenance Item Maintenance Others...	1. Name 2. Description 3. Sequence of Steps/Stops

3 Assign Router to Process

Process	Router
Expense Report	Payment Approval
Customer Setup	Customer Maintenance
Price Change	Customer Maintenance
Order Hardware	Hardware Installation
Tech Assistance-BBery	Telecom Support
Tech Assistance-Email	Telecom Support
Tech Assistance-Phone	Telecom Support
Request Time Off	Payment Approval
New Item Setup	Item Maintenance

At DataCast, we have simplified the process for establishing workflow.

 Setup Time	10 Min
Programming Required	NONE
 Cost	ZERO



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:: Three Deployments, One Application

As a Customer	Increase visibility , control and management of 3rd Party Service Requests
For Internal Use	Increase productivity and reduce costs via use of workflow
As a Service Provider	Improve customer service via an online service catalog, supported by automated workflow

With three deployment options, R3 provides process improvement both internally and externally.

:: No Risk, No Obligation

We are so confident in our product,

we offer a

**No Risk,
No Obligation,
Free Trial.**

Contact us to get started.

