PostMaster
ENTERPRISE

Detailed Brochure

PostMaster Enterprise ver. 8 -Workflow Management

PostMaster Enterprise - Workflow Management

Workflow Management is a system that monitors & ensures the process of passing information/documents from one employee to another, within an organization.

Proper filling of forms and documents are integral part of business process of any organization. While a proper electronic system is generally established for the core business of the organization, many forms/docs that are required/are mandatory are not integral to the core business.

Workflow Management for PME-Mail addresses automating of such non-core areas of the organization. It provides a quick and simple way, for employee, create and exchange such documents.

Workflow Management for PME-Mail simplifies the processes of filling forms and getting approvals (or rejection) of requests within the forms. By ensuring that all mandatory data is part of the Workflow Document, it ensures that unnecessary steps and iterations are eliminated, thus increasing productivity. Workflow Management for PME-Mail makes sure that established procedures are being consistently adhered to.

As technology advances, much workflow management MUST become automated for the business process to be that much smoother.

Today, Workflow Management is an important component of any business entity for a variety of reasons. The primary advantage to workflow management is improved efficiency within the business.

The four major functions of Workflow Management for PME-Mail are:

- Document Template Creation
- Document Sending
- Document Viewing
- Document Responding

How it Works

Document Template Creation

Create unlimited number of Workflow Document Templates and configure each template according to your own specifications. Each document can have unlimited document fields, which are wholly configurable

- Field Caption Choose any Caption what-so-ever.
- Field Type Specify Field Type as Text, Number, Date, PreDefinedList, TextArea.
- Field Default Value Specify default value for the field.
- Mandatory Field Tag Ensures entering data is mandatory

Document Sending:

All PME-Mail Users can access Web mail to-

- Compose a new Workflow Document and fill data in the same

- Send the Workflow Document to predefined users

If required, add new recipients to the Workflow Document

Document Receiving/View

The Workflow Document recipients will receive mails as normal. However, they view the mails in a "special" Workflow Document format.

Document Responding [Accept/Reject]

Workflow Document can be responded to as follows-

- The "To" recipients can Accept or Reject the request contained within the work-flow-doc

- The "Cc" recipients can only view the request contained within the work-flow-doc

Key Benefits for the organization:

- Enforce compliance of company process and systems

- Eliminate document iteration and increase productivity

- No limit on the number of documents that can be created

- All documents are configurable based on individual requirements

- Sample Templates provide to quick-start Workflow Management

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