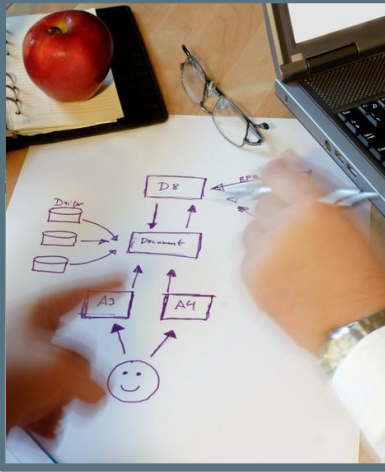


ImageDirector Workflow Manager

Streamline business processes by managing the flow of work between people and systems.



ImageDirector Workflow Manager (Workflow IDM) is a standards based, enterprise management solution that enables **rapid automation** of business processes. *Workflow IDM* provides monitoring and **management services** to support mission-critical deployments.

Workflow automation helps to streamline business processes by managing the flow of work between people and systems. Capabilities include **isolating bottlenecks** in workflows, **process-by-exception** and routing functions, gathering and analyzing **statistics and reporting**.

Comsquared's comprehensive document-centric solution includes a targeted set of workflow functionality that directly enhances day-to-day business processes. Comsquared's unique integration technology enables companies to **deploy a scalable, flexible workflow system much more rapidly and affordably than traditional methods**.

COMBINING AUTOMATION, INTEGRATION AND OPTIMIZATION FOR INCREASED BUSINESS PERFORMANCE

ImageDirector Workflow Features.

Quick and Easy Configuration

Users quickly define workflow queues, assign users and develop document routing rules without writing any software code.

Improve Document Security Levels

Assign individual user rights to documents within workflow queues to ensure proper access and support compliance initiatives.

Seamless Integration

Comsquared integrates with your applications, leveraging their existing functionality into more powerful business processes.

Compile Comprehensive Reports

Easily track and monitor a complete history of document activities and quickly compile an accurate audit trail at any time with minimal effort.

Ensure Timely Business Processes

ImageDirector Workflow features customizable alarms and notices, including automated e-mail messaging, that alert users and administrators when time limits are exceeded or other defined conditions arise.

Create Unlimited Unique Workflows

Create any number of tailored workflows as needed to fit your business needs enterprise-wide.

Exception Handling or Structured Workflow

Support exception handling, ad hoc routing or pre-defined, structured workflow for all documents.

With **Workflow IDM**, organizations can:

- Reduce operating costs
- Improve productivity and customer service
- Ensure transactions are completed with confidence
- Process work around-the-clock
- Reduce cycle times to meet the speed of business
- Allocate your resources efficiently

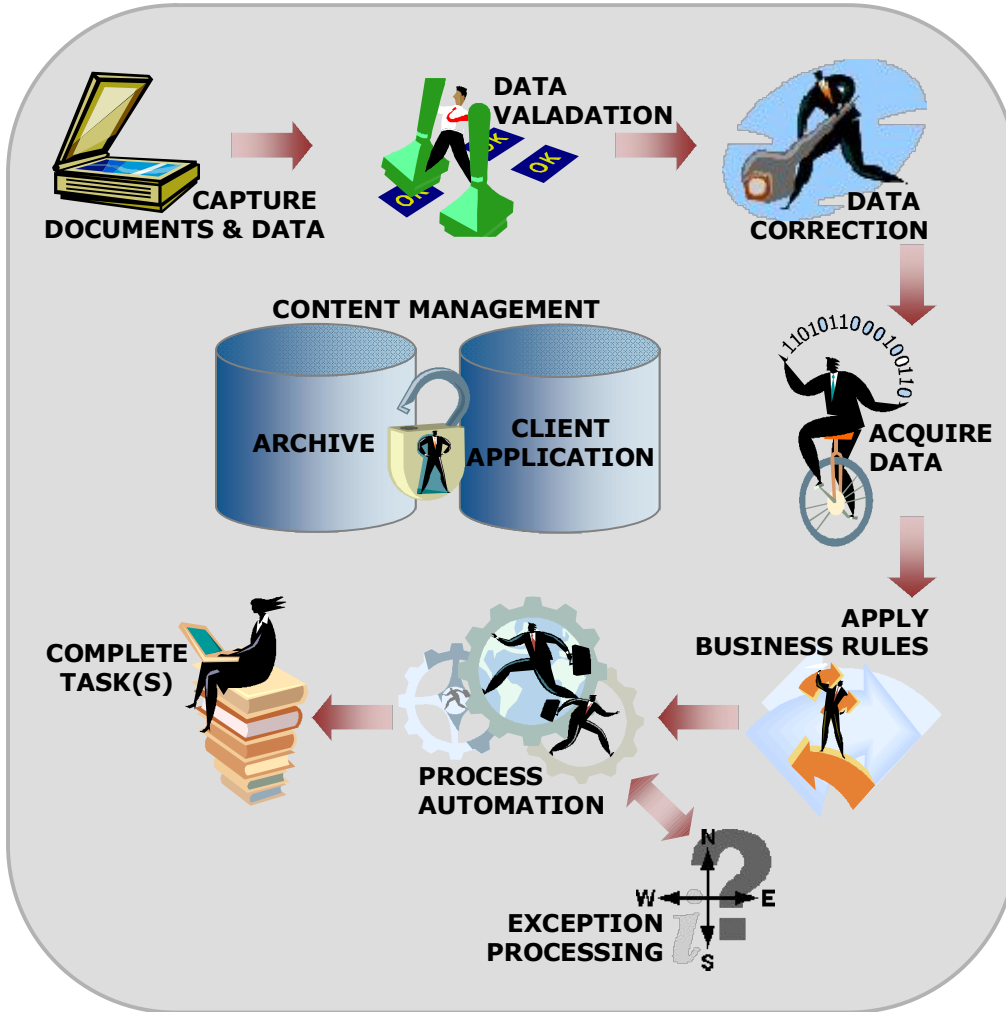


Processes

are the paths of decision making – some are simple, others complex, and hundreds weave through your business every day.

They set the pace of your operations. Managing the flow of work, and information, along these process paths determines the speed, agility, and quality of decision making. That is why streamlining and optimizing these processes determines the success of your organization.

Workflow IDM components are designed with the user in mind and are configured to complement and improve your organization's specific business processes.



Rules Based Workflow Advantages

- * Set-up conditions that routes documents through workflow and notify other users according to workflow rules.
- * Restrict workflow actions to specific document types.
- * Control which Users and/or Groups can perform a workflow action.
- * Set-up timed automated email reminders for escalated and/or static tasks.
- * Real-time Audit Trail maintains up-to-the-minute statistics for management control.
- * Instant access to other related documents to support workflow process.
- * Host systems are automatically updated during the workflow process.
- * Workflow reporting ensures lost documents and other inefficiencies are avoided.

Typical workflow applications include:

- | | |
|---|------------------------------|
| Accounts Payable / Procurement | Insurance Claims Processing |
| Portfolio Management | Correspondence / Fulfillment |
| Customer Service Departments | Securities Underwriting |
| Admissions / Applications | Project Management |
| Other similar applications in paper and data intensive environments | |

About Comsquared Systems

Comsquared Systems, headquartered in Atlanta, GA, is a leading provider of document workflow and imaging solutions for Enterprise Content Management (ECM) and business process automation. With more than 25 years of industry experience, our *UNIsearch*[®], *ImageDirector*[™], and *YourSecurePoint*[®] family of content software solutions help organizations transform unmanageable paper-based processes into efficient, easy-to-use electronic solutions, providing companies with the ability to manage content, streamline processes, and drive a significant return on investment.

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S Y S T E M S

5125 Peachtree Industrial Blvd. ■ Norcross, GA 30092
 1.800.592.3766 ■ info@comsquared.com
www.comsquared.com