opentext™

OpenText™ ApplicationXtender Workflow Manager

Take control of your business processes

Legally binding contracts and agreements underpin almost every business transaction. These contracts contain clauses, terms, conditions, commitments, and milestones that need to be tracked and managed throughout the entire contract lifecycle to maximize business benefits and minimize associated costs or risks.

OpenText ApplicationXtender Workflow Manager is an easy-to-use, yet fully enabled, workflow solution, featuring process and forms design, workflow management, and analysis tools. Built on Microsoft® .NET, ApplicationXtender Workflow Manager enables solutions to fully control workflows within the ApplicationXtender environment and easily integrate with existing business applications. It offers complete capabilities for creating solutions designed to improve efficiency in document-based business processes.

ApplicationXtender Workflow Manager enables organizations to improve business performance and reduce costs within and across functional business units. Productivity increases because manual, document-intensive processes—such as those found in accounts payable or loan origination—are reduced through tools that allow a business analyst to design, test, implement, analyze, and manage automated workflows. Out-of-the-box workflow samples, an intuitive user-friendly process design environment, and built-in reporting and forms support, make designing and managing business processes simple.

By creating automated business processes with ApplicationXtender Workflow Manager, organizations can enjoy these benefits:

- Reduce labor costs and requirements through automated processes
- Improve process and operational efficiency with greater visibility into process performance and by identifying bottlenecks
- Increase productivity by eliminating paper handling and the tedious, manual processes that accompany paper
- Improve accuracy and reduce manual-processing errors
- Meet compliance requirements and improve response to compliance and audit inquiries

BENEFITS

- *Easy-to-use, fully enabled workflow that integrates with third party applications*
- *Transform paper-based processes into digital works to improve efficiency and reduce cost*
- *Quickly model, design, and deploy workflows with the easy-to-use, web-based drag-n-drop Process Designer*
- *Build forms and centrally manage business processes with web-based Forms Designer*
- *Monitor process performance with Process Analytics*
- *Optimize your processes based on analytics by easily locating bottlenecks and inefficiencies*

A collaborative platform

ApplicationXtender Workflow Manager provides a collaborative platform for designing, executing, managing, and monitoring automated processes. This allows for the inclusion of process owners and day-to-day users.

Workflow Manager includes four modules that allow for designing processes and forms, and managing and analyzing workflows effectiveness in an overall process.

Process Designer

The ApplicationXtender Workflow Manager graphical Process Designer is an easy-to-use, drag-and-drop, web-based tool that doesn't require client software installation. The Process Designer offers wizards to further simplify process modeling and definition. These easy to learn tools enable business users to quickly model simple or complex process flows without the need for training or IT pre-loading scripts or data sources.

Forms Designer

Custom forms are integral to process workflows. They capture critical information, facilitate collaboration and approvals, and often trigger new workflows. Like Process Designer, Forms Designer is a web-based editor that enables users to rapidly design simple or complex forms that include text input fields, checkboxes, radio buttons, and drop-down menus. With Forms Designer, it's easy to link forms to processes or call forms from within a workflow step. Forms Designer can also apply validation rules to form fields—improving accuracy and eliminating data entry errors.

Management console

ApplicationXtender Workflow Manager offers centralized process management through a unified console interface and enables administrators to group processes by categories. The management console functions as a repository for all process types—ApplicationXtender processes, manual processes, and other automated processes. Through the console's task list interface, managers can also coordinate tasks assigned to teams. The console also provides:

- Customizable process documentation templates
- A consolidated view of all process attributes, such as implementation status and process owner
- Version control, tracking, and auditing for process changes
- Workflows for process automation requests

Workflow analytics

The Workflow Manager dashboard delivers powerful analytical tools for process optimization. It enables administrators to control process execution through real-time notification of exceptions and service-level agreement (SLA) violations, and supports improved business decision-making. The dashboard provides immediate insight into how events at the process execution level will affect business transactions. ApplicationXtender Workflow Manager reporting features include:

- 3D graphs with drill-down capabilities
- Comprehensive statistics on process performance
- Detailed productivity and trend analysis

ApplicationXtender Workflow Manager lets business users define key performance indicators (KPIs) and business activity thresholds for the purposes of process reporting and productivity monitoring, as well as to trigger automated alerts.

Advanced workflow management solution to ensure efficiencies

ApplicationXtender Workflow Manager provides advanced capabilities to create solutions designed to improve efficiency in document-based business processes. With Application Workflow Manager, organizations can improve business performance and reduce costs across functional business units. Organizations can now take control of their overall business processes to ensure operational efficiency. ApplicationXtender Workflow Manager is essential to developing and implementing efficient content management solutions for all organizations on a digital transformation journey.

For more information on ApplicationXtender Workflow Manager or ApplicationXtender, visit documentum.opentext.com/application-xtender

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