



DEFENSE LOGISTICS AGENCY

Document Services

Workflow

Automate information and document flow throughout the information lifecycle

Overview

Every day people throughout your organization perform tasks, route information and make decisions as they perform their business activities. In many organizations, these people-based activities are performed manually. This can be costly, error prone, inefficient and difficult to monitor. Not only that, but these manual processes do not foster accountability and can jeopardize compliance and customer relations. You can make these manual processes a thing of the past. Today, effective organizations are implementing collaborative workflow solutions that automate business processes and dramatically improve efficiency, accountability and compliance.

Streamline Repeatable Business Processes

Workflow automates repeatable business activities involving document management and delivery, from simple workgroup tasks to complete enterprise-wide processes, and enables organizations to standardize and streamline people-based activities and track their progress. This eliminates time-consuming, costly

and error prone manual routines and simplifies business practices, allowing organizations to realize significant increases in productivity and operational efficiency.

Enforce Accountability and Compliance

Workflow helps enforce accountability and support compliance by automating, standardizing and tracking important business processes so that organizations know who, where and when information and tasks were acted upon. It also enables organizations to manage information access to protect information security and privacy.

Save Time and Prevent Decision-making Bottlenecks

With Workflow, tasks are automatically assigned and delivered to individuals or groups and email notifications can be automatically distributed to inform users of their tasks. These capabilities enable people to perform tasks more quickly and consistently, thus improving efficiency and preventing decision-making bottlenecks. This reduces time lags and empowers people to quickly receive, analyze and act upon time-sensitive information. It also provides a process history for audit trail purposes.

Provide Timely, Easy Access to Accurate Information across the Organization

Without an efficient workflow solution, often people in one department cannot easily access key information from a different department or application. Workflow can provide this data access and streamline information processing. Workflow can be designed to access information on behalf of users, and then, presents it within a specific task. It also allows the establishment of access rules to control and track data access within a given process.

Retain Operational Knowledge

Organizations can lose important operational knowledge if key people are absent, reassigned or leave. This information void can be costly, time-consuming and result in unnecessary delays. Workflow helps organizations retain operational knowledge by documenting and automating workflow steps and approvals electronically throughout the process, which helps ensure that vital information is retained and ensures that approved procedures are optimized and adhered to within the organization.