

Teamwork™

Intelligent Business Process Management for Knowledge Workers

- ▶ Automate the paper shuffle
- ▶ Easily configure process rules
- ▶ Maintain constant productivity
- ▶ Improve accountability

The Problems with Paper Traffic

Your staff searches for information, acts on it, moves it and archives it every day. The manual processes of searching, faxing, photocopying and distributing documents are costly and time-consuming. The inefficiencies divert your staff from the crucial business of making productive use of information.

Make Decisions, Not Copies

A successful workflow software solution eliminates the need to move documents physically from place to place. No more time spent figuring out who has the document. No more lost documents. No more making copy after copy of a document. Documents automatically route to appropriate persons who remain productive at their desks. Teamwork™ reminds staff of required tasks and notifies supervisors of action and inaction. Teamwork creates an environment where your staff perform as responsible professionals whose time is better spent making decisions than making copies.

Laserfiche Teamwork

A knowledge worker's desk is the hub from which the professional retrieves, uses and disseminates information. Teamwork, which is intended for use with the Laserfiche Team™ Server, is designed with this concept firmly in mind.

Teamwork increases worker productivity by automating document-centered work processes. Its intuitive interface enables administrators to easily model and streamline existing work processes. Routing and notification functionality guarantee smooth workflow despite worker absence.

Teamwork, for which user licenses are sold separately, provides you with the efficiency and security of rules-based routing and monitoring while also supporting ad hoc participation in the workflow environment.

Teamwork Highlights

- ▶ Eliminate the paper shuffle with automated document routing.
- ▶ Model current work processes using an intuitive user interface.
- ▶ Improve productivity and accountability with automatic notifications.
- ▶ Achieve rules-based effectiveness that is flexible enough to allow professionals to use their judgment.
- ▶ Create folders dynamically based on template field information.

Identify and Relieve Work Bottlenecks

Teamwork's intuitive graphical user interface allows administrators to make a visual model of work processes throughout your office. This model makes it easy to identify redundancies and wasteful document routing procedures. Your system administrator can then design rules-based routing systems that streamline document-handling procedures without placing undue restrictions on the way your staff works.

Information Finds You

Teamwork's routing services copy and move documents via your computer network. Based on administrator-defined rules, Teamwork puts documents in the hands of decision makers when they need them, while also allowing ad hoc decision making. Your staff spend less time searching for information and more time acting on it.

Maintain Constant Productivity

Busy system administrators and records managers, whose staff members are sometimes spread among several buildings, need an effective way to ensure that work proceeds on time and according to procedure. Teamwork provides automatic e-mail notifications when specified events, such as the placement of a document in a folder or a change in a template field, occur or do not occur in your Laserfiche repository. This keeps supervisors in the know and keeps business moving, regardless of absent or geographically dispersed staff. Automatic notifications offer assistance for supervisors to monitor efficiency and speed projects toward completion.

Teamwork at Work

Your system administrator uses Teamwork's Work Distribution Manager™ to model your office's work procedures and establish routing rules to guide documents throughout your office. The Work Distribution Agent™ then follows those rules to move documents to another person's folder or copy documents that need to be reviewed in multiple locations. When the Work Distribution Agent detects an event specified by the Work Distribution Manager—when a supervisor approves a document, for example—the Agent performs the required moving or copying.

This setup, while effectively moving documents to the right person, does not prohibit workflow on-the-fly. For instance, if an authorized person needs to search for a document and drag it into someone else's folder, Teamwork will accommodate that practical necessity.

The notification feature automatically e-mails appropriate staff when designated events take place or do not take place. A supervisor can be notified, for instance, if a document is assigned to someone yet remains unopened for a specified period of time.

The Next Step

Please call (800) 985-8533 or e-mail info@laserfiche.com to request your free demo CD.