



## From Confusion to Concord: Harnessing Business Workflows

**The optimization and efficient implementation of processes is an important element for the functioning of every business. The WEBCON BPS solution from Poland enables effective handling of even the most complicated processes, and integrates easily with other IT solutions already in place.**

WEBCON BPS is an iBPMS (Intelligent Business Process Management System). Its task is to improve the functioning of an organization through better management and optimization of processes, which leads to greater efficiency and productivity, and facilitates the implementation of changes. The optimization of processes means a reduction in costs, and an increase in profits. BPM solutions treat processes as an important business resource which must be studied, managed, and developed if companies want to provide their clients with quality products or services.

WEBCON Business Process Suite works in Microsoft SharePoint and enables management of company documents and processes. It stands out among other solutions for Microsoft SharePoint due to the ease and speed of its process design and business application creation. Workflow design takes place in graphic mode using the built-in form editor. Applications created in WEBCON BPS can be opened on mobile devices, as an addition to Microsoft Outlook, and more.

### Use - Standard and Personalized

This platform allows users to work with a wide variety of business processes. Typical examples include cost invoice approval cycles, granting leave, assigning delegations, and purchase requests. Additionally, however, the software allows for implementation of fully personalized and customized processes (e.g. opening a retail shop). What is essential is that with WEBCON BPS, company IT can react very quickly to the needs of the business. New applications that support business processes can be created within just a few days.

The platform even allows for the creation of solutions as complicated as a CRM system. Our clients can therefore create a variety of applications, and share their insights with others. This is very convenient for businesses, as they can maintain a single infrastructure and platform for the service of very different applications, and easily transfer solutions from development to production.

The fact that applications can be built quickly does not come at the price of reduced functionality. WEBCON BPS is one of the most advanced iBPMS systems. It enables users to create forms and design task workflow, as well as scan documents

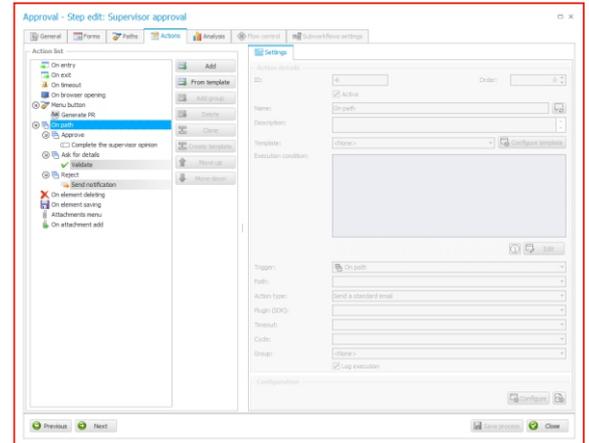
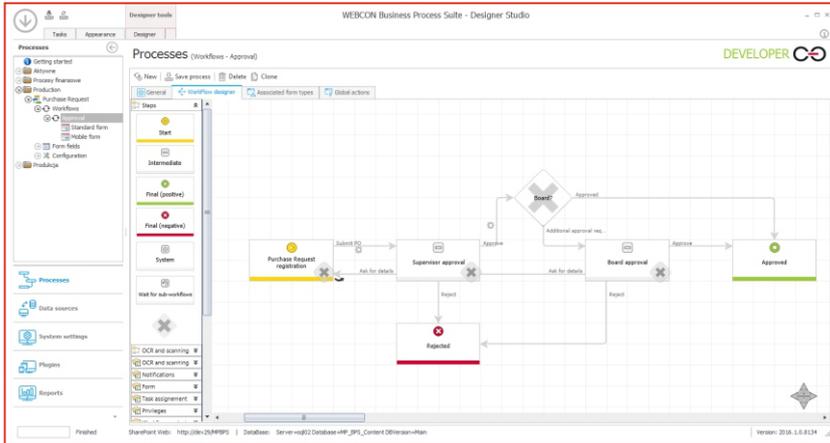
and recognize text (OCR). It integrates normally with Microsoft Exchange Server and Active Directory. The platform is also equipped with mechanisms that allow quick integration with any IT system (e.g. transaction and domain mechanisms). Among other things, this enables the use of data from these systems in processes (e.g. from dictionaries). This means that any documents registered will automatically be linked with the relevant business entity saved in the ERP or CRM database; or associated with the cost center dictionary of numbers, or the type of activity corresponding to the dictionary of the finance and accounting system.

The intuitive creator with a graphical user interface makes creation of business applications easy. Solutions can be created quickly, and consist of three elements: workflow (business logic); a form (user interface); and interfaces that allow information to be received from and sent to other systems (e.g. lists of business partners, invoices, etc.). It is so quick and easy that, even during a meeting with a client, it is possible to create a simple form and show the results of his or her activity.

WEBCON BPS allows users to link various systems used in the business process, and is capable of presenting all the data flowing therefrom in one place. For example, information about the available budget or current state of the user's tangible assets can be included on a new order form. The platform also makes it easier to track the history of user operations (e.g. specific acceptations, form changes, or document attachments).

Proper planning and design of the system process is essential to the creation and development of applications, and helps administrators avoid unnecessary work. When designing processes, keep in mind that they will change. A great advantage of WEBCON BPS is the ability to modify business logic without having to undo all ongoing workflows. In case of several solutions for the management of business processes, changing the business logic will require all ongoing workflows to be restarted, which significantly complicates the management of modifications.

Furthermore, in WEBCON BPS, many form types can be used in one workflow. This is useful if the system is supporting business processes that are similar, yet different - for example, when designing processes that address the needs of several companies. Different form types allow for variations



in the appearance of a form for a single workflow, and give users the ability to limit access to document workflow on mobile devices to only certain form types.

### Integration with Office 365

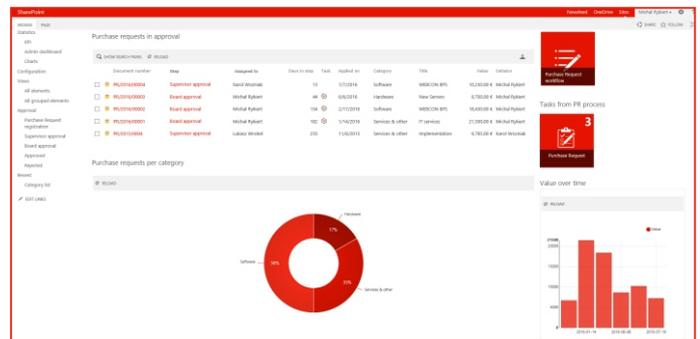
WEBCON BPS software has been integrated with Office 365. Users of this office suite can see their current tasks together with the metadata that has been previously entered into a form, as well as all relevant data that has been filtered and sorted according to their needs (e.g. archived workflows). With Office 365, it is also possible to display the number of direct and indirect tasks currently assigned to specific end users. Depending on the configuration, My Inbox can display the sum of all tasks (from multiple processes), or the number of tasks in each process individually, thus creating a task manager panel. WEBCON BPS for Office 365 allows users to launch new workflows as well.

### Text Recognition

The platform contains an OCR module (optical character recognition), which is capable of digitalizing documents and collecting data. The module uses the well-known ABBYY FineReader application. It adds a layer of text to scanned documents, and then saves them as PDFs whose content can be searched. This means that documents in the system can be easily summoned. Thanks to this original text recognition application, which is based on neural networks, WEBCON BPS can also automatically collect data saved in documents. Regardless of whether the recognized documents are paper or electronic, the mechanisms of WEBCON BPS will recognize the desired values and place them in the appropriate form fields (according to the configuration set by the user). In the case of invoices, these can be values such as tax ID numbers, invoice numbers, amounts, etc.

The combination of the document workflow function with text recognition supports almost any business process involving paper documents. The system offers manual registration functions, fully automated document scanning and bar code marking, and registration of documents received through various channels (e.g. email). Typical processes that can be optimized using OCR include cost invoice support and registration of correspondence.

Users have the option to manually "train" the OCR module.



This allows highly accurate recognition of content without programmatic interference, even if the document being analyzed differs significantly from the standards used. This process does not require specialist knowledge. "Training" functions can be found in the standard forms displayed by the system and can be used by any authorized user.

### Project Management

WEBCON BPS also enables project management through integration of the functionality of Microsoft Project with the platform's process engine. Users can efficiently assign tasks, create and modify project schedules, and share and work on project documents with others. All tasks and documents related to a project, as well as a Gantt chart showing its schedule, are presented in a single SharePoint window that can be accessed by all participants of a project. The architecture of WEBCON BPS allows integration of projects and processes, even if the latter are supported by external tools (e.g. ERP or CRM systems).

In order to use WEBCON BPS as a project management platform, all you need is Microsoft SharePoint Foundation. However, additional use of Microsoft Project Standard (or higher) provides the greatest potential in terms of project schedule planning and assignment of tasks (Microsoft Project Server is not necessary).

### Three Versions

WEBCON BPS comes in three versions. Enterprise offers support of several business entities on a common platform, OCR, integration with MS Office, and is compatible with mobile devices. Standard offers all basic system functions enabling creation and management of task and document workflow.

SharePoint

WEBCON BPS PR/2016/0009

Process: Purchase Request

Form type: Purchase Request

Workflow: Approval

Steps:
 

- Purchase Request registration
- Manager approval**
- Approved

Details:
 

- Created by: Michal Rykiert
- Created date: 8/9/2016
- Modified by: Michal Rykiert
- Modified: 8/9/2016
- Version: 2
- Assigned to: Luke Skywalker
- Process supervisor: Luke Skywalker
- History
- Instructions

Requisition:
 

- Name: Michal Rykiert
- Applied on: 8/9/2016
- Category: Software
- Title: WEBCON BPS
- Description: WEBCON BPS

Additional opinions:
 

- Supervisor opinion: Looks perfect to me

Requested items:
 

Requested item *	Qty *	Price *	Value *	Actions
ADD			0.00 €	

Task details:
 

- Manager approval**
- Please verify the Purchase Request form submitted by your employee.

Reports:
 

- OTHER PURCHASE REQUESTS
- AX FIXED ASSETS
- BUDGET SPENDING

Purchases vs budget (YTD)
 

- Grouped
- Stacked
- Purchases Value (YTD)
- Current Year Budget

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It is an inexpensive solution that can be expanded by the additional functions featured in Enterprise. WEBCON BPS TRIAL is a 90-day trial version which offers the majority of functions available in Enterprise.

### Polish Leader

WEBCON is a software company that was founded 10 years ago with the aim of refining task and document workflow in Microsoft SharePoint. We are proud to say that our products have been implemented clients such as Tauron (20 thousand users), LPP, and Diners Club. The WEBCON BPS packet is flexible, which means that it can be used by organizations in any sector. We enjoy a reputation as an industry leader on the Polish market, and for two years our products have also been offered abroad.

