windream BPM

The modern software solution for digital business process management

windream

MANAGING DOCUMENTS

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Imagine the following situation: You feel ready for a vacation! As an employee of your company, you therefore request - let's say - a three-week summer vacation. To do this, you print out a Word form provided for this purpose, which the HR department has designed as a form that is binding for all applicants. You enter the required data, sign the sheet and submit it to your supervisor for approval. So far, so good.

Too bad he's not in the office right now. So you put the document on his desk and leave the office. He comes back from the meeting. He accidentally puts a thick file he brought with him on top of your vacation request, which he doesn't even notice. And suddenly you can forget about a quick approval of your request! You don't even notice it at first, because you assume that your supervisor has taken note of the request. The sheet was on his desk.

What should you do now? Cancel vacation? Cancel the trip? Or find out after two weeks and three requests that the application form can no longer be found despite an intensive search? So start all over again. In the meantime your vacation hotel is fully booked. That's it then...

ECM and BPM - purely digital and together under one roof

With a digital process management software like windream BPM and with the windream ECM-system as a central document archive in the background, you can eliminate such horror scenarios right at the beginning!

The reason is that our windream Enterprise Content Management system cannot only be used for audit-proof archiving and administration of different document types. With the parallel use of our business process management system windream BPM, windream becomes your ideal partner for generating and controlling automated, digital business processes.

So, from now on, you can forget about filling in forms by hand! Even applying for a leave of absence with all the steps from application to approval can be quite complex. After all, the application has to be filled out, forwarded to superiors, approved, and finally forwarded by superiors to the HR department, which electronically records the approved vacation days. This can only be done quickly and without errors with a digital vacation workflow.

With windream BPM, you have a software solution at your disposal which allows you to model, edit and execute all company-relevant processes purely electronically. So what could be more obvious than to combine digital document management and business process control in one single software suite?

Generating, executing and optimizing business processes
windream BPM presents itself as a state-of-the-art solution for business process management via so-called workflows. No matter whether vacation days have to be approved, invoices have to be processed, project processes have to be defined, tight deadlines have to be met or documents have to be linked to business processes in general - the BPM-software interacts smoothly with the windream ECM-system and allows you to design, edit and control workflows easily and flexibly. Thus, company-specific processes which run according to fixed rules can be completely automated. It doesn't matter whether you „only" manage a simple process with a short runtime or complex process structures with numerous people involved. And it doesn't matter what kind of business process you want to automate.
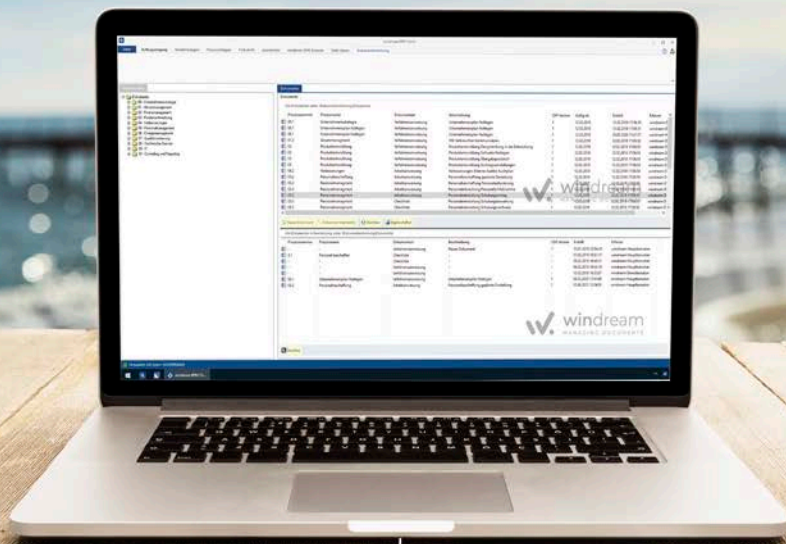
Including Web and Dynamic Workspace Integration

windream BPM provides you with a powerful web and Windows client, which allows you to operate the system both location-independently via the Internet and stationary via a workstation computer in your office. For example, you can easily submit your vacation request using your smartphone, if you wish. Thus, there are no limits to editing and controlling your workflows. Our new windream Dynamic Workspace makes it possible!

It easily integrates your workflows, which you have created with windream BPM, into the interface of our Dynamic Workspace platform. Thus, the control of your business processes becomes an integral part of the dynamic working environment which the windream Dynamic Workspace offers. As a software solution, it combines any number of applications, processes, documents and other business-relevant applications under a common, comprehensive and intuitively operable user interface. A decisive advantage, if you want to keep an overview of all processes which are important for you.

With the integration of windream BPM into the windream Dynamic Workspace, the system automatically adapts to the requirements of your daily business - and not vice versa! Because it is you who determines how your individual working environment should look like and which components and functions you need in order to be able to work efficiently.

Documents included

But that is not all. Processes in your company are almost always accompanied by documents. Basically, the associated information on a process is very important. windream BPM therefore offers users and administrators the option to read and edit accompanying documents during a running business process and thus to integrate them completely into a started process.

This option is extremely efficient and essential for the successful completion of e.g. a project. And if you administer the documents in the windream ECM-system, you can be sure that your digital processes and your documents are always correctly linked and securely saved.

Integrated document preview for fast viewing

With the windream DocView module for document previews, you can view the documents associated with a process easily and comfortably. The integration of the windream document viewer into the windream BPM client application is especially ergonomic with regard to the user-friendliness of the user interface: In this way, both the business processes to be edited and the documents associated with them are displayed simultaneously on your screen. Thus, you do not have to open the appropriate application first in order to read a document.
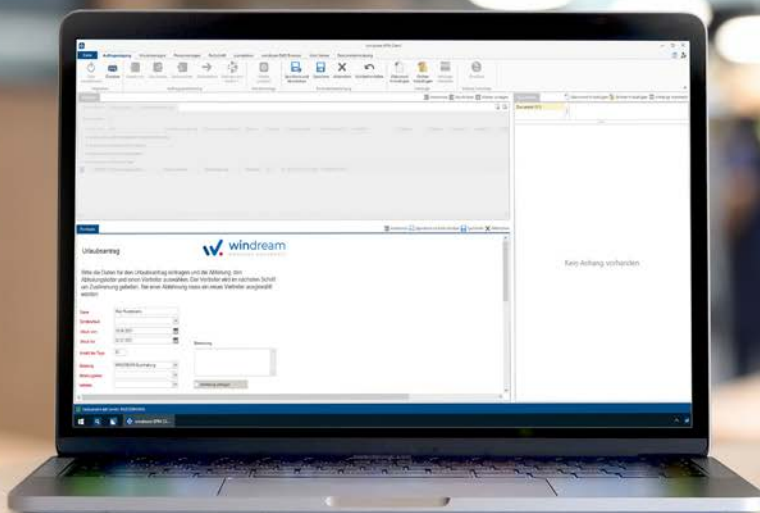
Efficient process design and implementation...

With the windream BPM-Designer, you can plan and describe recurring processes on the basis of an easy-to-use graphical program interface. The graphical designer supports you in implementing your workflows from the beginning to the end of a process - no matter whether you are reproducing an already existing process in your company or whether you are planning and testing a completely new process before publishing it and then using it productively.

For our example with the vacation request, this means in concrete terms: As a requester, you start a digital vacation workflow in the role of a user with an electronic form that was previously published - uniformly for all employees - by an administrator in the role of a workflow designer. You enter your vacation data, save them and send the form electronically via your windream BPM client to your superior as the person in charge for approval. The supervisor will automatically receive a message stating that a workflow job has been submitted to him for processing. He will process the leave request by marking it as released and thus approving it, or by rejecting it (this is also possible, of course). In case of approval, the request is automatically forwarded to the human resources department, which in turn records the vacation days as „approved". You as the user or applicant will receive a notification by mail that the request has been approved (or rejected). After that, the process is considered complete.

The course of this process is by no means static, but can be changed dynamically, for example, by simultaneously informing other persons that you will be absent within a certain period of time due to your leave, by substitute regulations in case of absence of involved persons, or also by special conditions that have to be fulfilled for further processing of a workflow, including queries.

...with robots and forms

Furthermore, you can use configurable robots to automate server-side tasks such as sending e-mails, exchanging data with third-party applications such as CRM, ERP and HR systems, or even for post-indexing documents. In this context, processes such as the automatic posting of invoices and other processes can also be modeled and executed. The robots are easy to expand and can be adapted to your individual requirements.

You can also use the flexibly designable and powerful electronic forms for user interaction at workflow step level. You can easily design the forms in the BPM Designer. Alternatively, you can create new workflows based on predefined templates. Then simply drag the individual steps into the designer interface and define rules for the transitions of the steps and the agents - and the new workflow is ready!

Ready to go - using predefined workflows with windream BPM

For certain use cases, you can purchase ready-modeled process descriptions if required, which can of course be modified individually at a later date (which, by the way, is of course possible with every workflow). Currently, workflows are already available for vacation requests - see the example mentioned at the beginning - for the settlement of travel expenses and for invoice processing. So in the future, you can forget about paper templates or verbal agreements that no one remembers afterwards anyway.
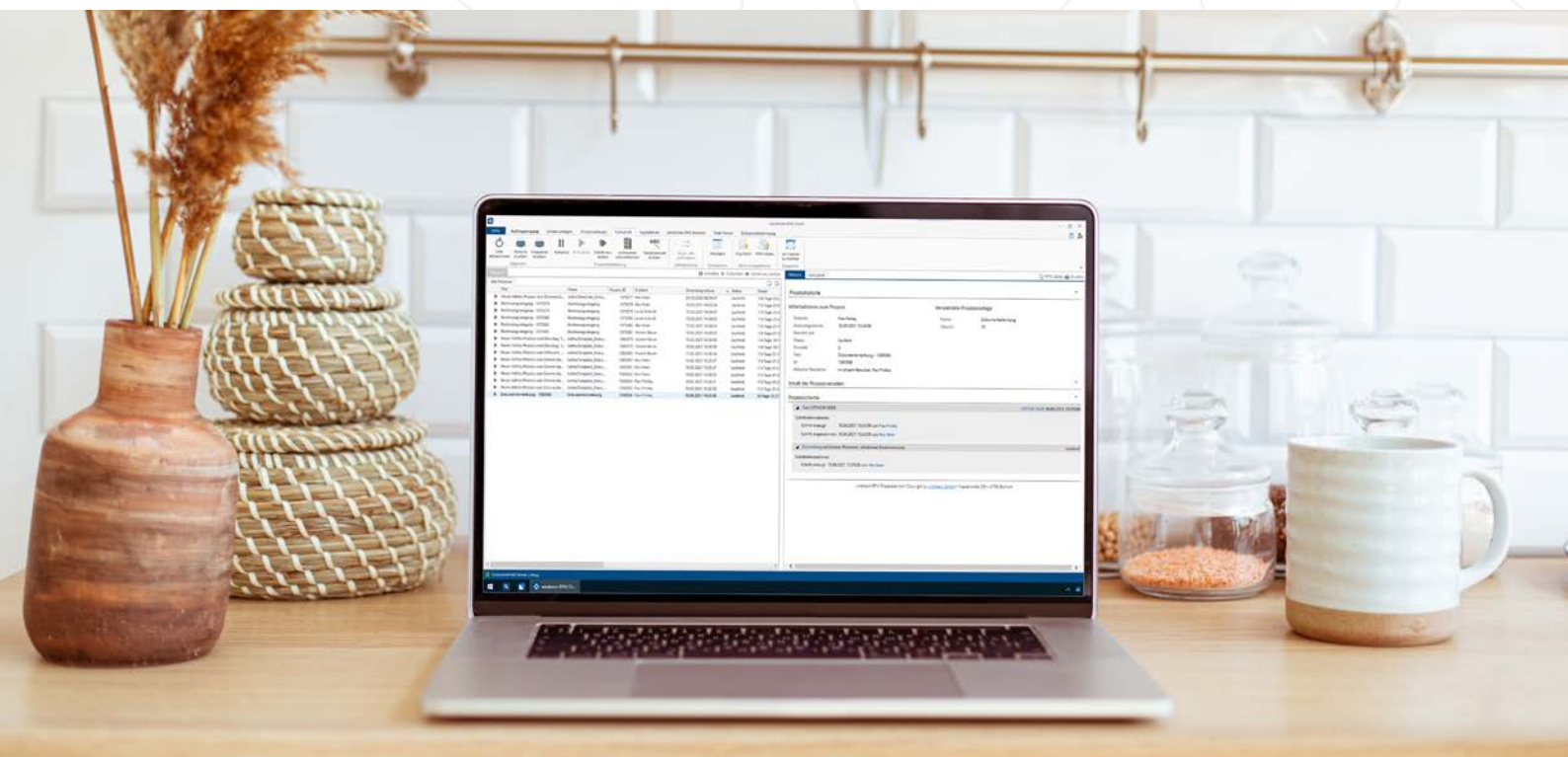
There will also be no more lost application sheets, because from now on you will only use the digital and thus much more efficient way of process design. By the way, we are already planning further predefined workflows that we will soon be able to offer you.

Integration at its best: Using workflows with windream BPM

With windream BPM, the parallel use of the windream ECM-system as a document repository and (optionally) the windream Dynamic Workspace as a global user interface for all typical tasks concerning processes and documents, you will get a completely integrated system which operates on the highest technological level and which is very easy to use. The individual configuration options allow you, as a user, as a specialist or as a workflow designer, to adapt the entire spectrum of all conceivable processes exactly to the specific requirements of your company.

As already mentioned: The system is designed to meet your requirements. Under no circumstances you have to adapt to the system, as is quite necessary with many other solutions available on the market.

Conclusion

Due to the possibility of precisely mapping real business processes on a virtual, digital level and automating them completely, windream BPM not only supports you in the time-efficient handling of daily recurring processes, but thus also increases competitiveness to a serious extent - an invaluable added value for all departments of your company.

Performance features

- ✓ Simple modeling, execution and control of digital business processes

- ✓ Seamless interaction between windream BPM- and windream ECM-system

- ✓ Graphic designer and form generator

- ✓ Process management with and without accompanying documents

- ✓ Document viewer for quick view of process-related documents

- ✓ Company-specific role distribution and mapping of roles in process steps

Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimize your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

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