



KwikWork Business Process Framework

Additional, Differentiating Features

Redaction	True and Actual Redaction (i.e. destruction of information) utilizing automated IBM FileNet P8 Check-Out and –In to create a redacted version. Original is retained and available, based on security rights.
Letter Generation	Both automated and “on-demand” MS Word and XML Transform, providing automated bar-coding for use as “turn-around” documentation and other workflow automation functions.
Push/Pull Work	Production end-user process efficiencies gained by allowing access to work via both “Search” (pull work) and “Line of Business Prioritization” (push work).
Hold Work	Ability to suspend work for a period of time for specific, configurable reasons i.e. “Waiting Callback from Vendor.”
Diary Function	Secured notes stamped with user ID and time for use in both work processes to communicate information downstream or as a method for general free-form comments. The Diary associated with both Work Items and Documents can be extracted and stored in the repository as a secured document for audit purposes.
Work Item History	All or a configured list of activities, user and system oriented, can be captured for audit purposes. Much like the Diary, The work item history associated with a work item can be extracted and stored in the repository as a secured document for later review or “proof of process.”
Content Add Properties	Simplified, quick, and controlled, leveraging the currently displayed document or work item functions as default values for index / metadata property values. This significantly improves speed and accuracy, as well as data integrity. New content can be “dragged and dropped” onto the UI, browsed and searched from accessible file systems, and bulk-imported via CSV and Image, XML and Image, etc.
Workflow & Doc Properties	Within same UI for ease of use, minimal training, and process efficiency gains.
Configurable Marquee	A “banner” which summarizes departmental and enterprise workloads by exposing the number of work items in configured queues, such as the number of invoices awaiting processing and the number of new applications to be reviewed. The marquee refreshes at a regular interval so that workload is accurately summarized.
Configurable UI	A single user interface, supporting both document- and workflow-centric user requirements. Workflow users have access to a super-set of functions beyond the standard document-oriented view, including workflow step instructions, additional document content, metadata properties, Choice Lists (CVLs), electronic signature, letter generation, etc.
Configurable Doc Search	Via the KwikWork “point and shoot” configuration UI, document Class(es) and properties can be selected for query criteria and results. Document Search provides for configurable sorting of the results, sorting on demand, and filtering – which provides “Search within a Search” capabilities.
Configurable Work Search	Providing exactly the same level of configuration as doc search, except against workflow isolated region rosters and queues. Exposed work item properties (including system properties such as step name) can be used for query, results, sorting, and filtering.

Configurable Tree View	Within the Document View Panel, providing immediate access to documents that are related to the viewed document. For example, when viewing an Invoice Document, the TreeView can expose the Contract, Purchase Order(s), Proof of Delivery, Correspondence, and other documents supporting the transaction.
Data Validation and Lookups	Both document and work item properties can be validated and/or constrained based on look-ups against line of business data (i.e. The vendor master file in an accounting department).
App Integration (Host)	Provides tight and transparent integration to line of business applications, allowing users to work in applications they already know while providing access to documents and work items associated with the data on their screen. KwikWork Host allows organizations to easily “content and workflow enable” third party applications.
Bulk Property Update	Allows for the metadata (index information) update of a group of documents. For example, a “Name Change” event in human resources or a “Status Change” event in case management. KwikWork Bulk Property Update provides the ability to quickly update a group of related documents through an easy-to-use interface.
Data Import Tool	Capture and store data as XML documents, including ASCII print streams. These documents are/can be transformed at view-time via overlays, XML style sheets, etc. so the imported data is “human readable” and “human viewable.”
Document Export	KwikWork Bulk Export provides a browser-independent package of documents, indexes, and table of contents – allowing organizations to provide an “extract” of the repository for disconnected users (attorneys in court, auditors, customers, vendors, and partners) instead of providing paper copies or access to the system.
Launch Wizard	Provides a simplified workflow launch facility.
Logging & Reporting	Enhanced logging features, including document and work item creation, deletion, modification, and viewing to address regulatory and SOP requirements. OOTB Reporting is also included for inventory, productivity, and system usage attributes, as is the ability to cause certain logs to be created as documents and stored in the repository where they can then be retained as assets.
Attachment Matching	Configurable and dynamic – one work Item to many documents.
Configurable URL Links	Extending KwikWork functionality to enable access to other applications and interfaces, including line of business and custom applications.

**For more information,
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