

**Work Smarter.**

**Easy. Flexible. Integrated.**



 **Captaris**  
Workflow

## Automate and improve workflow—easily.



Automating workflow clarifies roles, saves time and money and ensures that work is done according to your organization's best practices. Captaris Workflow delivers the benefits of automated workflow in a solution that is easy to use, flexible enough to work within any business process and integrated with virtually any technology you're likely to use—in a single department, or enterprise-wide.

### The case for workflow—with a small “w”.

The idea of “workflow”—automating any repetitive business or document management process for greater efficiency and accountability—has been around for decades. But now organizations that have been hesitant about implementing workflow solutions because of workflow complexity, development environment limitations or a lack of adequate integration have an option: Captaris Workflow. Captaris Workflow makes it easy and cost-effective to automate your processes by simplifying process modeling, working seamlessly in your familiar development environments and integrating with all your key business applications. Captaris Workflow is making workflow not only possible but also easy, flexible and integrated.

### How easy is Captaris Workflow? Count the ways.

**Easier to use.** Captaris Workflow is easily accessible and can be embedded within a range of applications workers use every day. Because it is fully embedded, users don't have to learn new software. Tasks can be delivered to a personal task list, inserted into email, delivered to wireless devices or displayed on desktops via an instant messenger client. Distribution is also easy for workers outside your organization.

**Easier to develop.** Non-technical workers can use simple wizards to design workflow models without coding. Developers can import Visio diagrams or create their own workflow solutions with familiar languages such as Visual Basic.NET and C#, using either the Integrated Development Environment (IDE) within Captaris Workflow or the IDE within Visual Studio.NET or both.

**Easier to analyze.** Captaris Workflow extends process data and other business information to the desktop via the OLAP Data Cube and Microsoft Excel, providing ready access to key data.

### Automate and manage any process, anywhere.

Captaris Workflow gives you the flexibility to automate and manage any process anywhere in the world, in any organization size, within any workgroup or IT system.

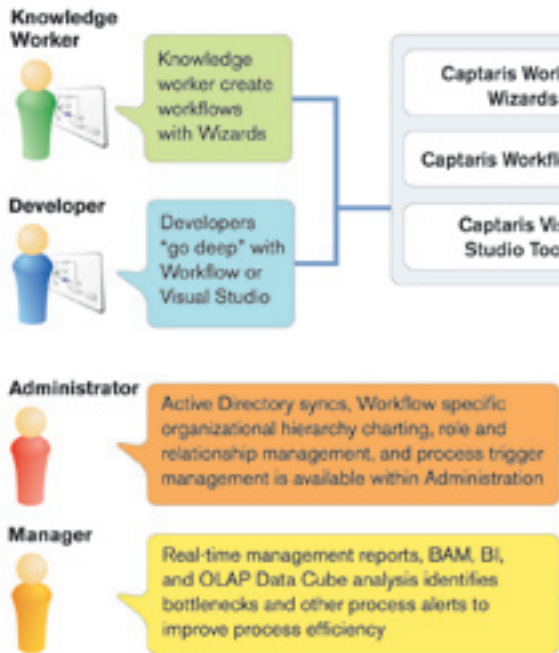
**Make it yours.** Captaris Workflow allows you to simply and quickly customize the look and feel of your workflow applications.

**Any development environment.** Flexible, integrated development environment provides developers with drag-and-drop capabilities. Use or re-use custom action development and modeling to deploy into different workflow models.

**Instant workflow structures.** Easily create or change workflow models using the Captaris Workflow drag-and-drop interface, or instantly import models created in Microsoft Visio. Choose from dozens of sample templates provided to assist with new model designs.

# How Workflow Works.

Captaris Workflow is a 100 percent Microsoft .NET server product that follows exactly the processes you tell it to follow. Workflow runs the models that describe your business processes, using easy-to-understand flow chart symbols—symbols and terms that business managers and business analysts work with every day. And Captaris Workflow is extremely well-connected: It integrates with Microsoft server products, Microsoft Office Systems and Captaris Business Information Delivery products to automate, extend and improve existing business processes.

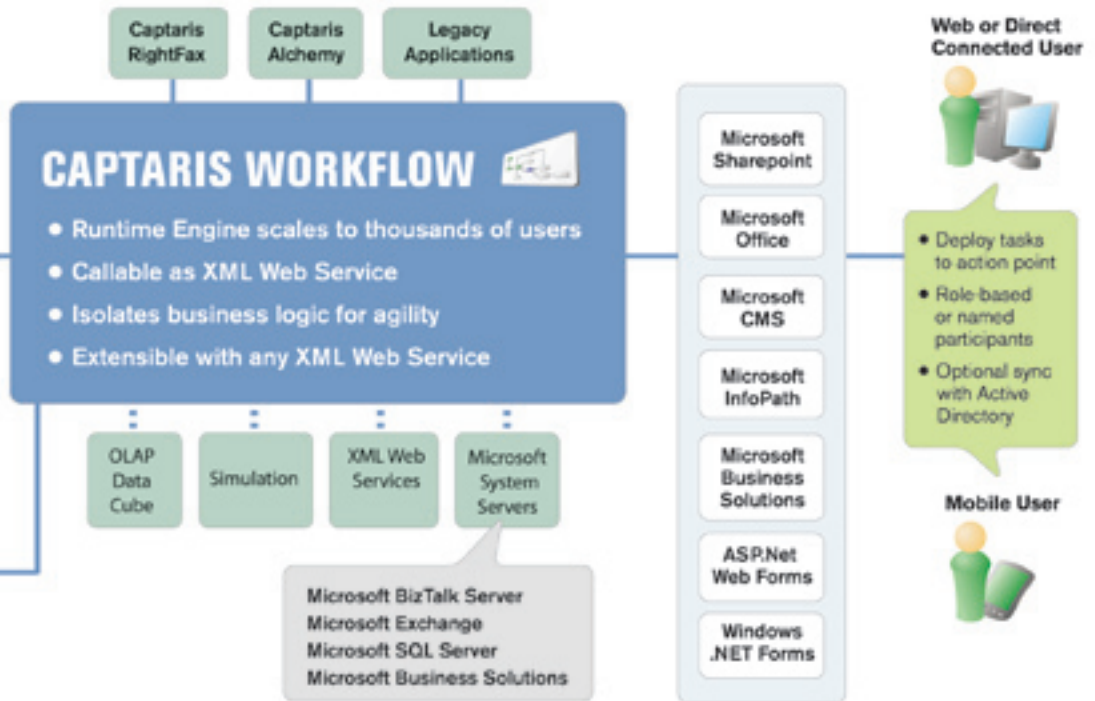


A typical business process may involve many employees, require those employees to interact with multiple computer systems and involve review, processing, approval or manipulation of documents from multiple sources. Captaris Workflow acts as the glue that connects people, systems and documents to ensure your critical business tasks follow the right steps, touch exactly the right people and process the right information—all the while automating processes, streamlining communication and documenting activities.

Captaris Workflow also offers simulation capabilities that let organizations perform "what if" scenarios to test and analyze workflow structures before implementing them.

Workflow wizards, an integrated drag-and-drop workflow development environment, and integration with Microsoft Visual Studio provide both non-technical workers and developers with a spectrum of tools to quickly build powerful process automation solutions.

Robust product integrations with Microsoft and Captaris products, combined with the ability to fully leverage the Microsoft .NET framework, XML and Web services, enable organizations to incorporate legacy applications into process improvement and automation solutions. Microsoft Office integrations, combined with multiple-task delivery strategies, ensure that workers are able to access and complete tasks in a simple and effective manner resulting in increased performance and enhanced process efficiency.



## Simulate business processes before you deploy them.



With Captaris Workflow, automating workflow processes is just the beginning. You can also manage workflow and test changes to workflow models before you deploy them. Set variables such as costs, messages, message thresholds, execution time and routing probabilities, then run a “what if” analysis to see immediately how changes will affect your business processes.

### **The first solution to fully integrate with .NET—and more.**

As the first workflow product designed to fully leverage the Microsoft .NET framework, Captaris Workflow integrates deeply with a wide range of .NET products as well as with other Captaris products and a wide range of enterprise applications.

The Captaris Workflow integrated development environment makes it easy to integrate with BizTalk, Exchange, MBS products, Office Systems, InfoPath, CRM, ODBC-compatible databases and other products. In fact, Captaris Workflow connects seamlessly with XML and Web Services to enable integration with any legacy or enterprise application.

**Microsoft SharePoint and Microsoft CMS**—Our workflow wizard for SharePoint enables users to launch Workflow automatically by uploading a document to a SharePoint folder. Review and approval tasks are automatically assigned, assignments are emailed and work begins. Our Captaris Workflow wizard for CMS ensures the same, fully embedded functionality.

**Visual Studio.NET**—Develop and debug custom workflow solutions within the most popular .NET developer tool on the market. Drag, drop and edit scripts within the Captaris Workflow IDE; debug and code in the Visual Studio 2003 IDE.

**Captaris RightFax and Captaris Alchemy**—Integration with other Captaris products provides a single source for document-centric workflow, document management and Business Information Delivery solutions.

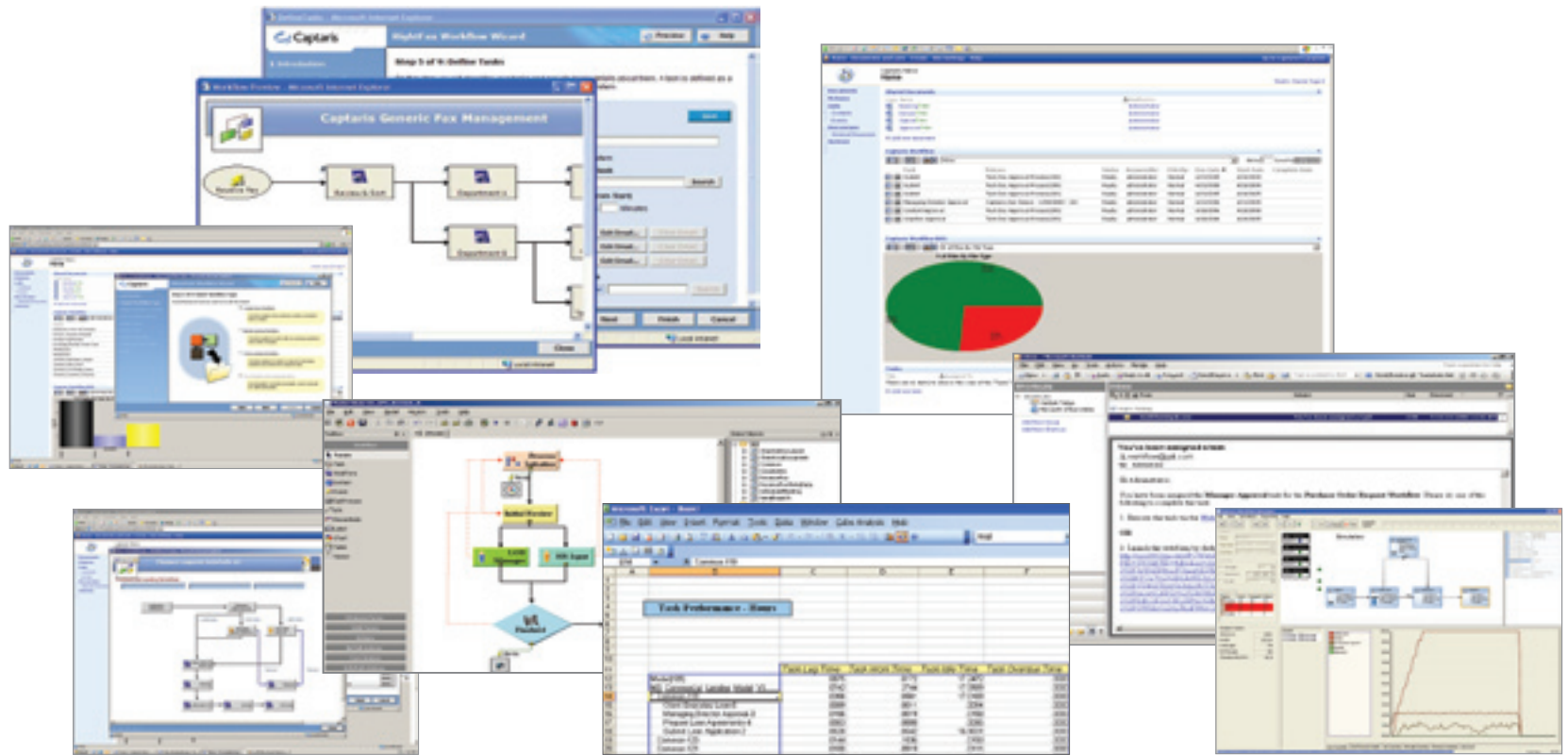
*“By transforming manual processes that are labor-intensive and extremely time-consuming into fast, reliable electronic processes that require less human interaction, [Captaris Workflow] significantly increases office productivity.”* —Norma Hall, director of procurement with SCDOT

# Intuitive interface.

Captaris Workflow provides organizations with several methods of designing workflow automation including: workflow wizards, an Integrated Development Environment (IDE) and a Visual Studio integration.

Captaris Workflow improves efficiencies by managing organizational processes and ensuring that tasks are delivered effectively and completed in a timely manner. Active workflow processes can be monitored and

managed with real-time BAM, analyzed by looking at historic process information within the OLAP Data Cube or predicted and optimized by running “what-if” scenarios through the Workflow Simulation module.



## Proven in demanding markets.



Captaris Workflow has enabled hundreds of organizations to increase productivity and profitability, improve business processes, cut costs and achieve rapid payback on their investments.

### **Virchow Krause automates, speeds risk management.**

As the 13th largest public accounting and consulting firm in the country, Virchow Krause & Company faces complex risk management issues. Adherence to risk-assessment and mitigation procedures among the firm's thousand-plus employees was inconsistent at best with a paper-based system, but has improved dramatically since Virchow Krause replaced reams of paper routed from desk to desk with the Captaris Workflow rules-based, email and Web-accessible task lists.

Says Allen Smith, the firm's chief information officer, "Workflow is a tool that is easy on my budget, allows us to do more with less and has tremendous upside value to the business—benefits that are absolutely critical."

**Bond Imaging doubles revenue.** The largest and longest-standing imaging lab in Australia, Bond Imaging serves wedding, portrait and commercial photographers around the globe. Bond replaced its labor-intensive, manual order-processing system with Workflow to achieve a 100 percent increase in revenue and the fastest turnaround in the industry.

With productivity up and costs down, Bond Imaging's Anthony Goddard—who selected Workflow because it is scalable, easy to use and reliable—says he expects to see their investment paid back in 12 months or less: "The percentage of labor involved has been cut by upwards of 70 percent. Workflow has well-exceeded our expectations."

**SCDOT cuts delays—and paperwork.** The South Carolina Department of Transportation (SCDOT) used to handle what IT manager Steve Collins calls "a nightmare" of procurement paperwork—often resulting in the slowdown of critical goods and services. The agency expedited its procurement process by as much as two weeks with a solution powered by Captaris Workflow and Microsoft SharePoint Portal Server 2003. SCDOT was able to leverage its existing technology investment to create a standardized, secure portal and an extendable, .NET-ready workflow engine enabling real-time integration capabilities with other technologies. Results? Better document management, faster turnaround time, paperless storage—and investment payback of just six months. Says Collins, "With Captaris Workflow, we received an impressive return on what we spent."

Read more Captaris Workflow case studies at: [www.captaris.com/workflow](http://www.captaris.com/workflow).

## Part of a total solution for Business Information Delivery.

Only Captaris Workflow integrates with other Captaris products to provide one robust, seamless source for fax, workflow, document management and Business Information Delivery.

- Captaris RightFax, the market leader among enterprise fax servers, integrates fax and electronic document delivery into document-centric workflow processes.
- Captaris Alchemy Document Management solutions complement Captaris Workflow by providing management, storage, archiving, retrieval and search for all types of "unstructured data"—the critical business content driving, document-centric workflow processes.

### Learn more.

Visit [www.captaris.com/workflow](http://www.captaris.com/workflow) to read Workflow case studies, watch a demonstration, calculate ROI and more. Or call 1.425.455.6000.

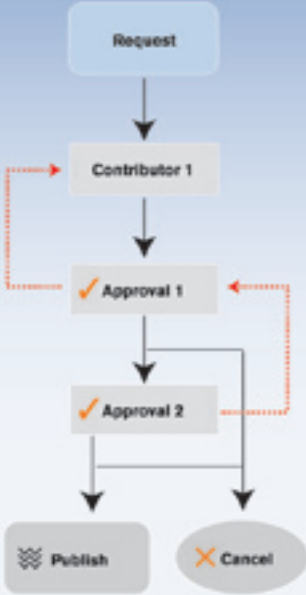
With 90,000 systems installed and more than three million users, Captaris is the single source for fax, workflow, document management and Business Information Delivery solutions. Captaris products help organizations of any size manage document flow across the information lifecycle so they can drive revenue, cut costs and meet compliance goals while conserving IT resources and rapidly maximizing ROI.

# About Captaris.

## CAPTURE



## PROCESS



## DELIVER



## MANAGE



## ARCHIVE



# Captaris Workflow

Captaris Business Information Delivery solutions help organizations of all sizes automate the information and document flow throughout the information lifecycle (capture, process, deliver, manage and archive). With a comprehensive suite of software and services, Captaris helps organizations to grow revenues and increase profits while meeting compliance goals. Through a global distribution network of leading enterprise technology partners, Captaris has installed more than 90,000 systems in 95 countries in companies of all sizes, including the entire Fortune 100.

©2005 All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language in any form by any means without the written permission of Captaris. Captaris products Alchemy, Interchange, RightFax and Captaris Workflow are trademarks of Captaris. All other company, brand and product names are the property and/or trademarks of their respective companies. MC0010226

Captaris, Inc. | 10885 NE 4th Street | Suite 400 | Bellevue, WA 98004 USA | 425.455.6000 | [www.Captaris.com](http://www.Captaris.com)