

# WF-DISTILLER™

## Fast and efficient workflow for document processing

Traditionally, from the time a document is received until action is taken, it requires a multitude of touch points. These points include a set of rules defining who is authorised to approve, edit, add more documents, perform data entry or indexing, etc. All of these processes are time-consuming, expensive, and error-prone. WF-distiller takes your document processing to the next level, delivering the right information to the right places and the right people at the right time.

### WF-distiller Advantages:

- Increases productivity by automatically posting extracted data to your DMS, ERP/Finance or Archive systems
- Decreases time to process documents by routing information to the right person at the right time and allowing for electronic attachments to be added along the way
- Improves accuracy using automated business rule checks that verify data input or imports from third-party systems
- Enables easy administration with a graphical workflow process and rules designer application that includes a built-in process revision tracking system
- Distributes information securely and in a logical manner utilizing an advanced rights model and organisation structures

One of the key functions of WF-distiller is to facilitate the integration of disparate third-party systems (including DMS, ERP/Finance and archive systems) to your data capture environment. WF-distiller provides the mechanism to deliver on key workflow drivers including:

- What has to be done? (both in terms of the sequence of steps that need to occur, and what needs to occur at each step)
- Who has to review a document?
- What is the deadline for completing an action?

With WF-distiller, you will be able to address your document processing needs—no matter how complex your requirements.

WF-distiller uses extracted data from from your data capture solution and the original scanned image to create a business case that can then be electronically routed around your organisation in a highly traceable, searchable, automated, and timely fashion.

WF-distiller features powerful automated activities to initiate business processes and route work items along a pre-defined path through the organisation, including:

- Verifying the data being processed
- Routing documents for review and approval to one or more people
- Re-routing documents based on established business practices, including multi-level approvals
- Passing data on to DMS, ERP/Financial and Archive systems
- Providing a means of retaining history and traceability of actions

WF-distiller also provides a true thin client interface, known as WebDesk™, which has a zero desktop footprint for ease of use by all involved in the workflow process. To address even the most complex business rules, WF-distiller supports all of the variants of workflow in a single application, including:

#### Production Workflow

Used for highly structured processes with almost no variations. Managing procurements and processing leave requests are examples of production workflows.

#### Administrative Workflow

Includes processes that follow well-defined procedures but may include a wide variety of work. A work assignment forwarded to staff members via a summary sheet is an example of administrative workflow, since the rules and protocols for routing work are well defined, but the subject and content of the work differ for each enactment.

#### Ad-hoc Workflow

Used when a procedure cannot be completely defined in advance. In these cases, a new procedure is defined or an existing procedure is modified for every case.

#### Collaborative Workflow

Focuses on teams working together toward one or more common goal. Groups can vary from small project-oriented teams, to widely dispersed people with common interests.

#### About Brainware™

Brainware, Inc. is the world's leading provider of high-volume, template-free, intelligent data capture and document processing solutions. The patented Brainware Engine powers IDC-distiller™ for high-throughput processing of invoices, purchase orders, and any other document type, and Globalbrain™, a context-based enterprise search engine that also integrates seamlessly with the desktop and Outlook email (OutlookAccess™). From its offices in North America, U.K., Germany, and Switzerland, Brainware serves customers such as Airbus, Alltel Wireless, Anadarko, Bertelsmann, ConocoPhillips, CSC, GlaxoSmithKline, Halliburton, IRS, JohnsonDiversey, Kimberly-Clark, KPMG, NHS/Xansa, Nestle, Pitney Bowes, Shell, Siemens, Southern Company, Unilever, and many others. Also see [www.brainware.com](http://www.brainware.com).



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