



Fortis Info

Visually Define Processes and Easily Implement Automated Workflow

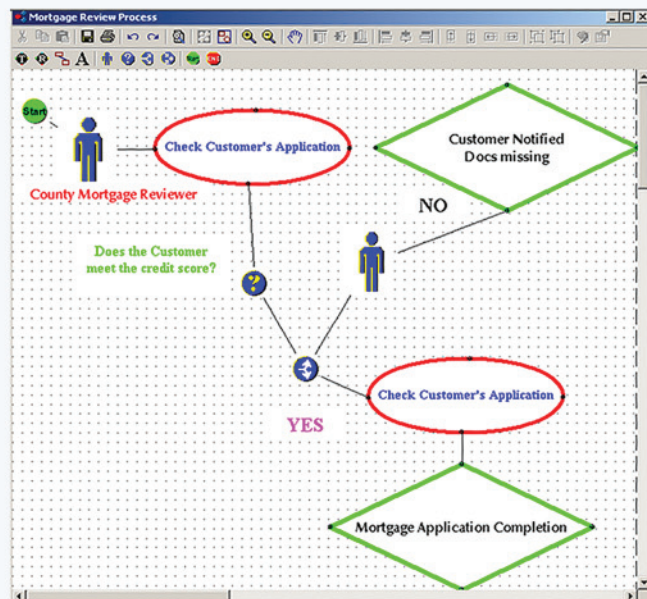
Fortis Info streamlines the tasks associated with common business processes, such as paying invoices or approving insurance claims, to assure quick, accurate and efficient workflow as part of the **Fortis** document management system. Using a rules-based approach, users, or groups of users, are notified of documents needing review, approval or any other action. At the same time, managers receive automatic updates on workflow status so they can be certain their organizations are working efficiently and meeting business objectives. By automating these multi-step business processes, departments can distribute the documents they need approved or processed for enormous time savings and productivity gains.

Fortis Info's easy-to-use interface and intuitive design makes diagramming business processes a snap. The built-in process design tool graphically illustrates the structures of various business processes and specifies the rules for the flow of documents. These rules can be easily adjusted or modified as the workflow evolves. **Fortis Info** then monitors the **Fortis** database and automatically routes documents based on these rules. Moving documents to a specified folder, setting index data, sending email notifications, and running external programs can all be automatically executed to accelerate the completion of business tasks.

With Fortis Info you can:

- Easily diagram business processes and create efficient workflow plans
- Accelerate and ensure completion of critical tasks
- Monitor **Fortis** databases to route documents according to predefined business rules
- Use workflow to send documents to a specific folder, send email notifications, and run external programs
- Automate data exchange with line-of-business software

Fortis Info Process Designer



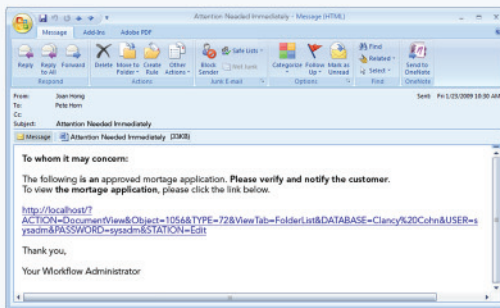
Map business processes and define workflow

Fortis Inflo Business Applications

- Purchase orders
- Sales lead management
- Custom quote requests
- Expense reports
- Quality control reports
- Return authorizations
- Engineering change orders
- Travel requests
- Benefits enrollment
- Proposal preparation
- Performance reviews
- Order processing
- Quality control reports
- Recruitment evaluations
- Internal surveys
- Time sheets
- Product improvement forms
- Capital appropriation requests
- Vacation requests and approvals

Achieve ROI in months, not years

With **Fortis Inflo**, route and manage purchase orders, expense reports, claims, surveys, applications, and other documents. Easily adjust or modify processes as the workflow evolves. With a user friendly interface and an intuitive design, **Fortis Inflo** quickly increases productivity. **Fortis Inflo** also can be easily incorporated with a document repository for data exchange or integration with existing core software applications, such as microsoft outlook. Automating the flow of documents and information throughout an organization can eliminate time-consuming bottlenecks. Typical return on investment is realized in a matter of months.



By integrating **Fortis Inflo** with **Fortis Web**, automatic email notification informs employees and managers of workflow status for fast action as necessary

Components of Fortis Inflo

The **Fortis Inflo Process Designer** creates a graphical map or process diagram, detailing the specific tasks, participants and the sequence for each process. The **Inflo Server** monitors the **Fortis** database and performs the actions specified for each rule.

Process Designer Features

- Familiar Windows® interface
- Comprehensive diagramming/mapping tool
- Features for setting properties and manipulating graphical objects
- Ability to mark processes as active or inactive

Inflo Server Features

- Ability to monitor multiple **Fortis** databases automatically
- Logs the date and time each rule was run along with details about each action performed
- Sets schedules for monitoring and processing rules
- Processes nested rules
- Launches external applications as necessary

