

eForm and Workflow System For Mobile Worker

Document and Workflow Management 2.0

Agenda

- Introduction
- Solution Overview
- Automatic Data Capture
- Web 2.0 eForm and Workflow
- Web 2.0 Document Management System
- Demonstration
- Q&A

About Asta Systems Limited

- Leading software provider in Hong Kong
- Over 15 years experience in DMS & Workflow
- Hundreds of customers in HK and Worldwide in different sectors

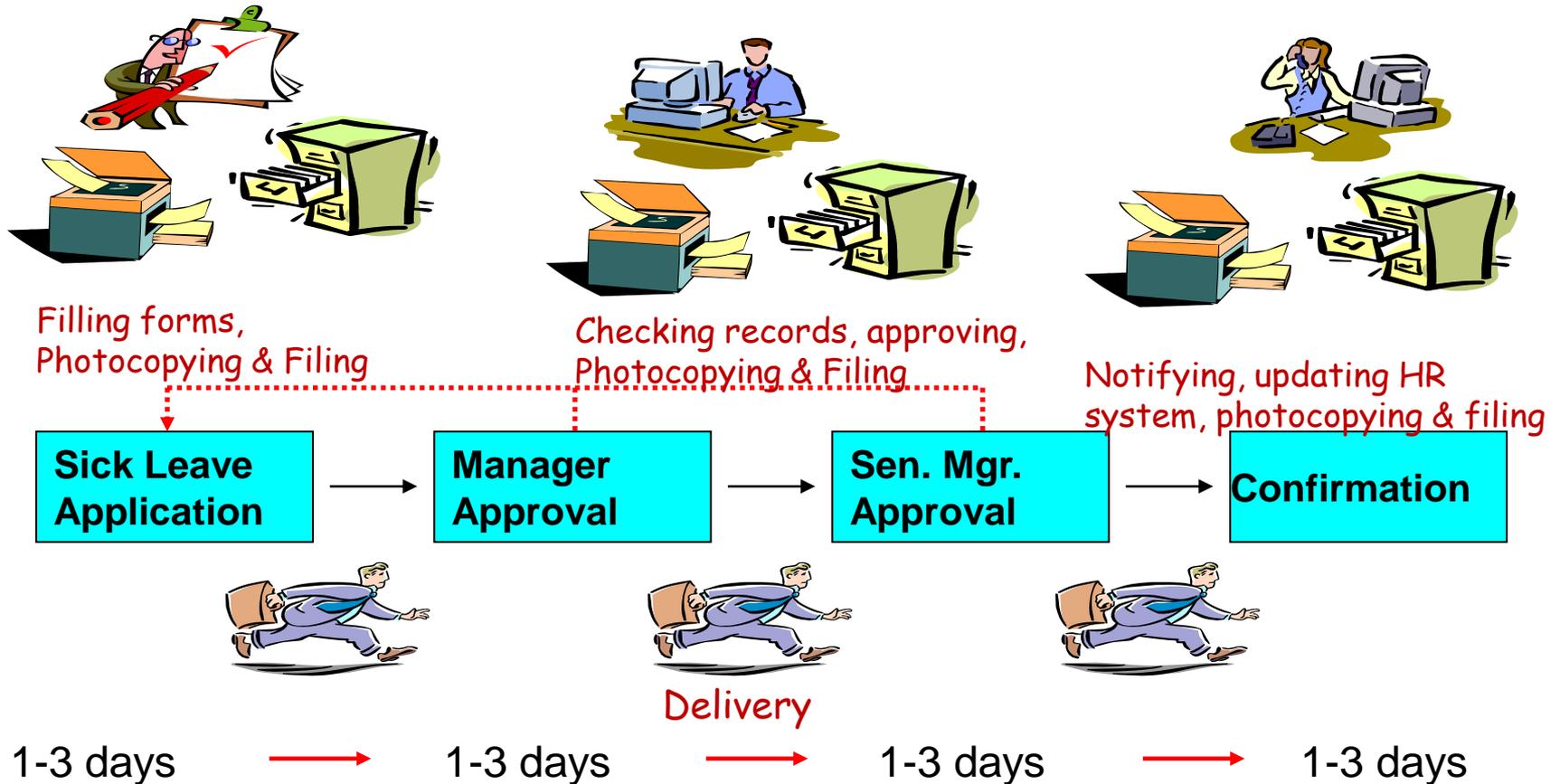
Enterprises, Governm
Retail & Distribution,
Telecommunications



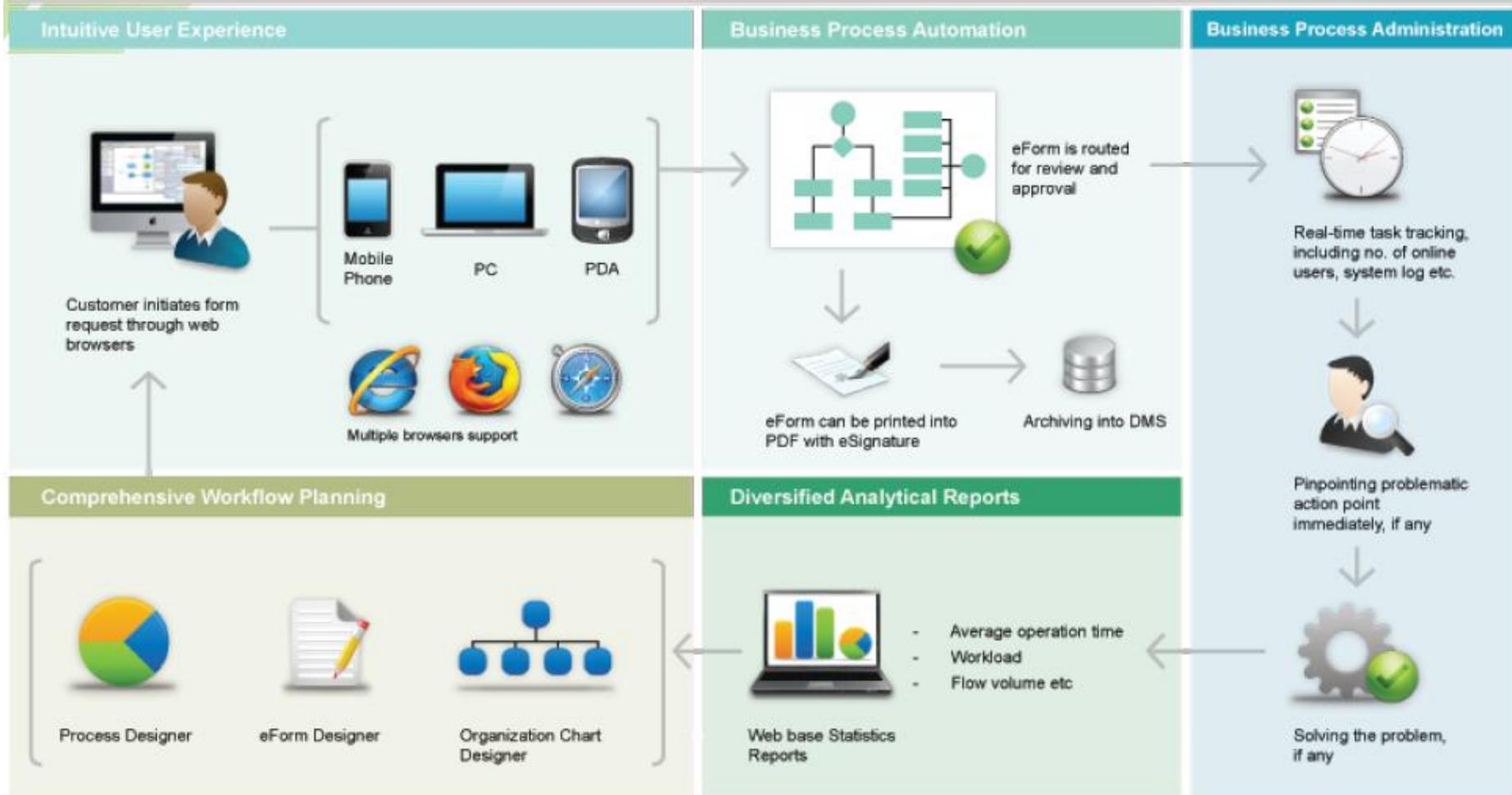
THE CHALLENGE

The Challenge

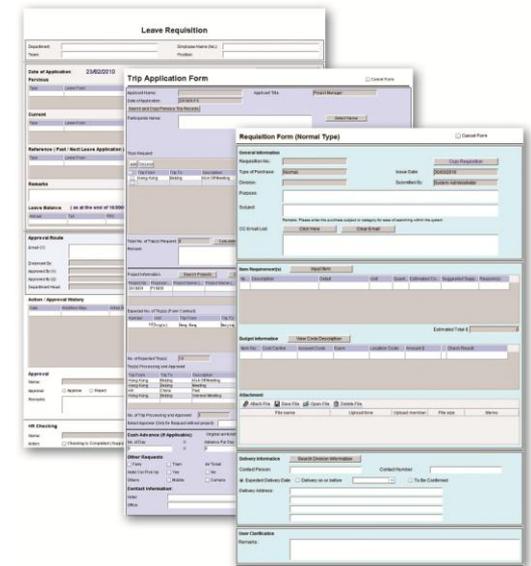
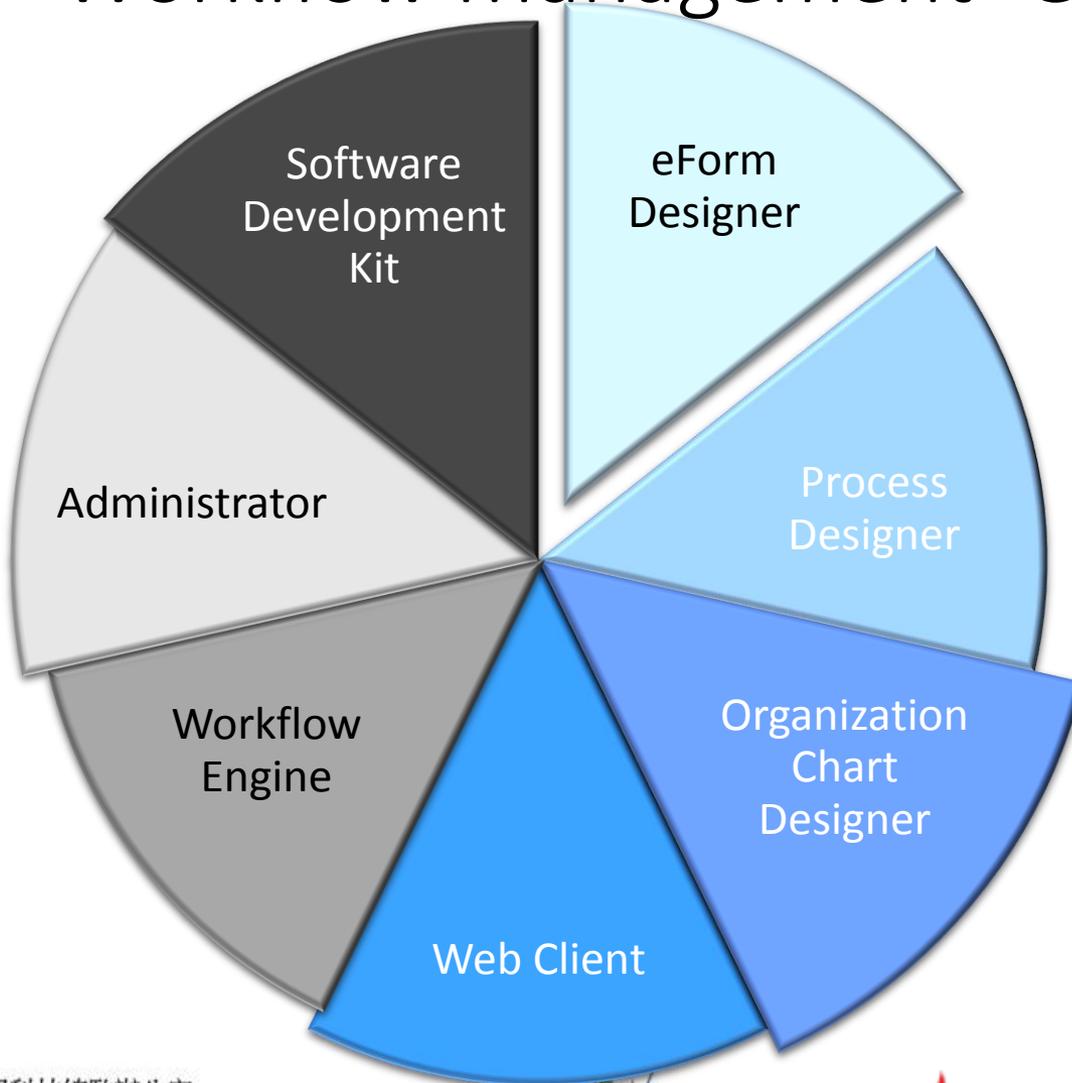
- Long approval process



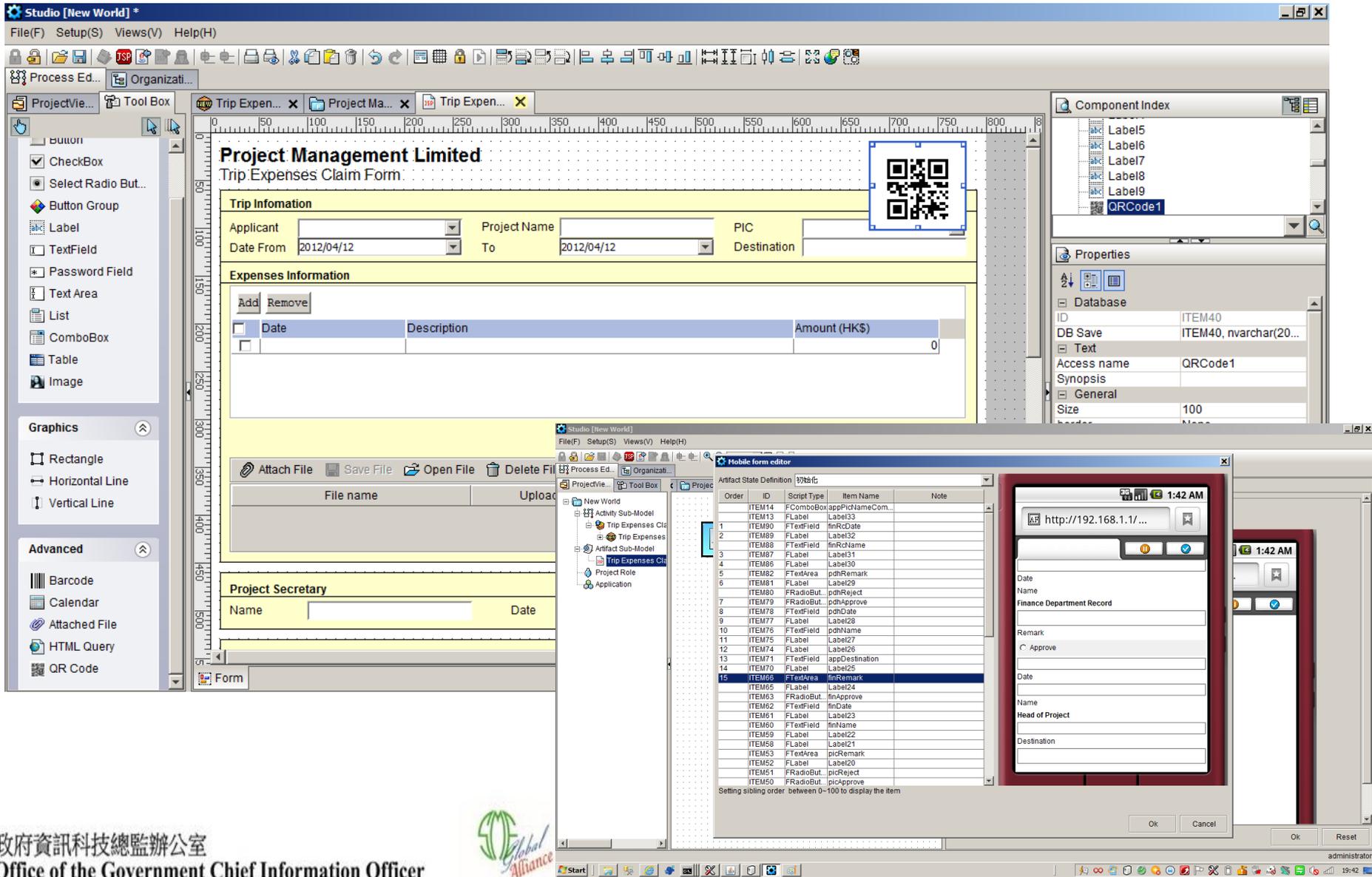
System Overview



Workflow Management Components



eForm Designer



The screenshot displays the eForm Designer application window titled 'Studio [New World]*'. The main workspace shows a form titled 'Project Management Limited Trip Expenses Claim Form'. The form is divided into several sections:

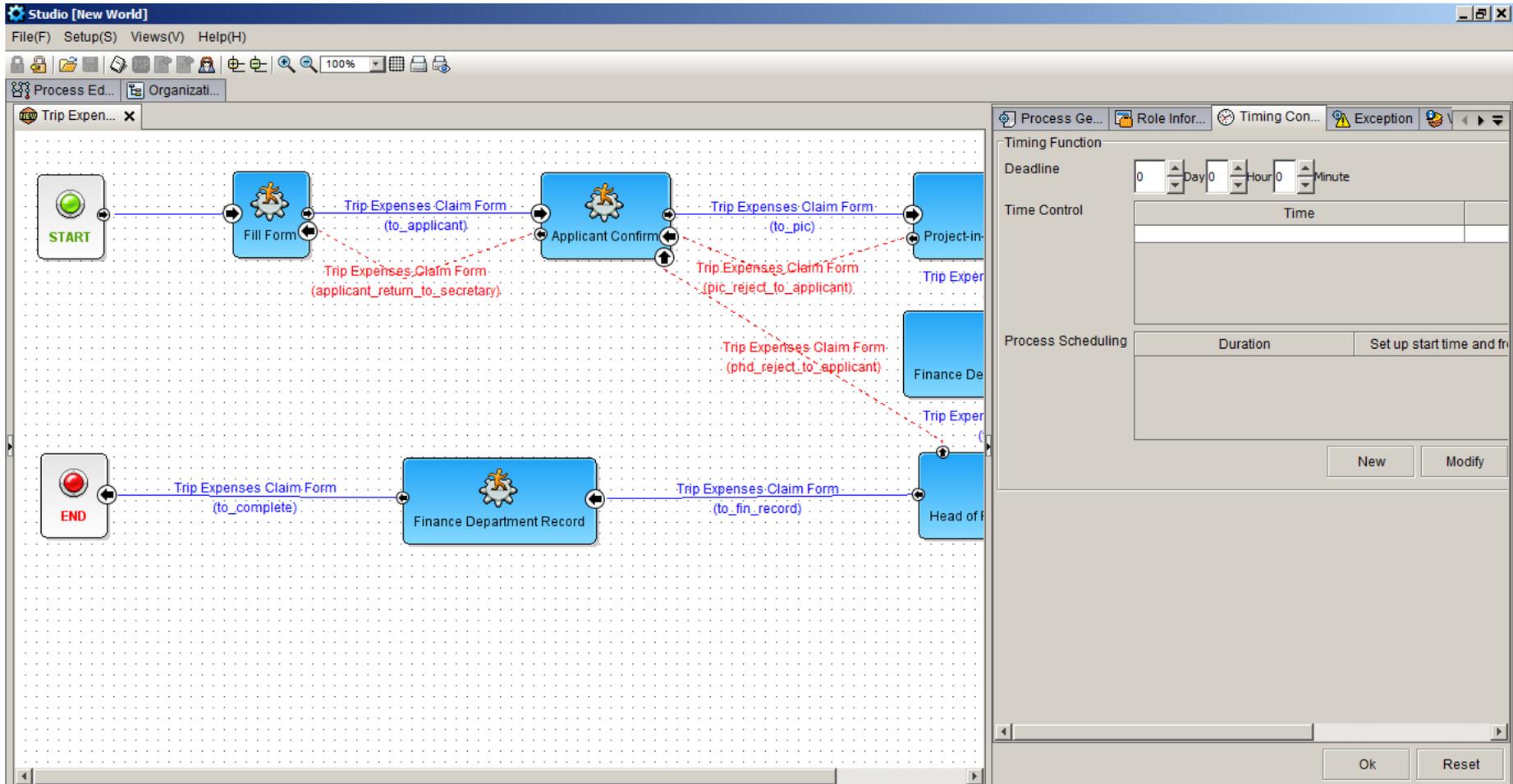
- Trip Information:** Includes fields for Applicant, Project Name, PIC, Date From (2012/04/12), To (2012/04/12), and Destination.
- Expenses Information:** Features an 'Add' and 'Remove' button above a table with columns for Date, Description, and Amount (HK\$).
- Project Secretary:** Includes fields for Name and Date.
- File Management:** Includes buttons for Attach File, Save File, Open File, and Delete File, along with File name and Upload fields.

On the right side, there are two panels: 'Component Index' and 'Properties'. The 'Component Index' lists various UI elements like Label5 through Label9 and QRCode1. The 'Properties' panel shows settings for the selected 'QRCode1' component, including its ID (ITEM40), database connection (DB Save), and text content (Access name: QRCode1).

At the bottom, a 'Mobile form editor' window is open, displaying a table of 'Artifact State Definition' with columns for Order, ID, Script Type, Item Name, and Note. The table lists various form components and their configurations. A preview of the mobile form is visible on the right side of this window.

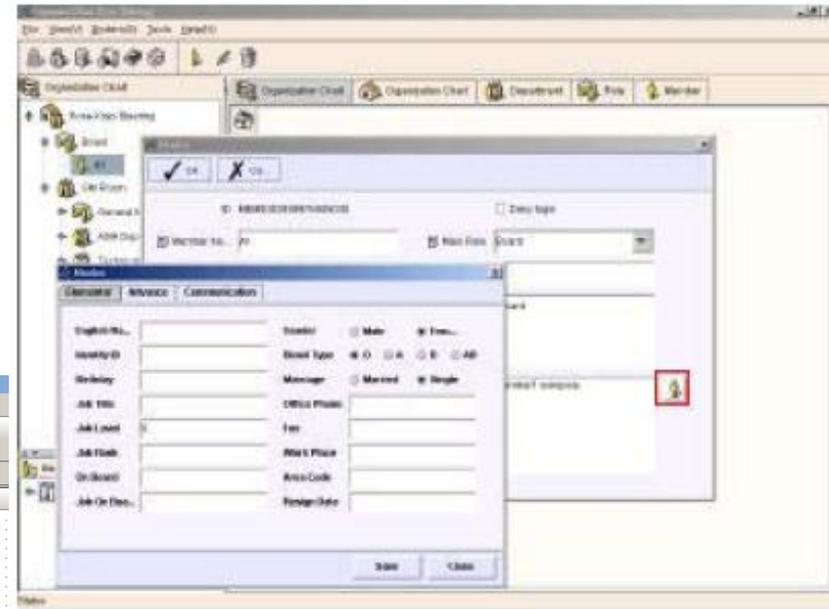
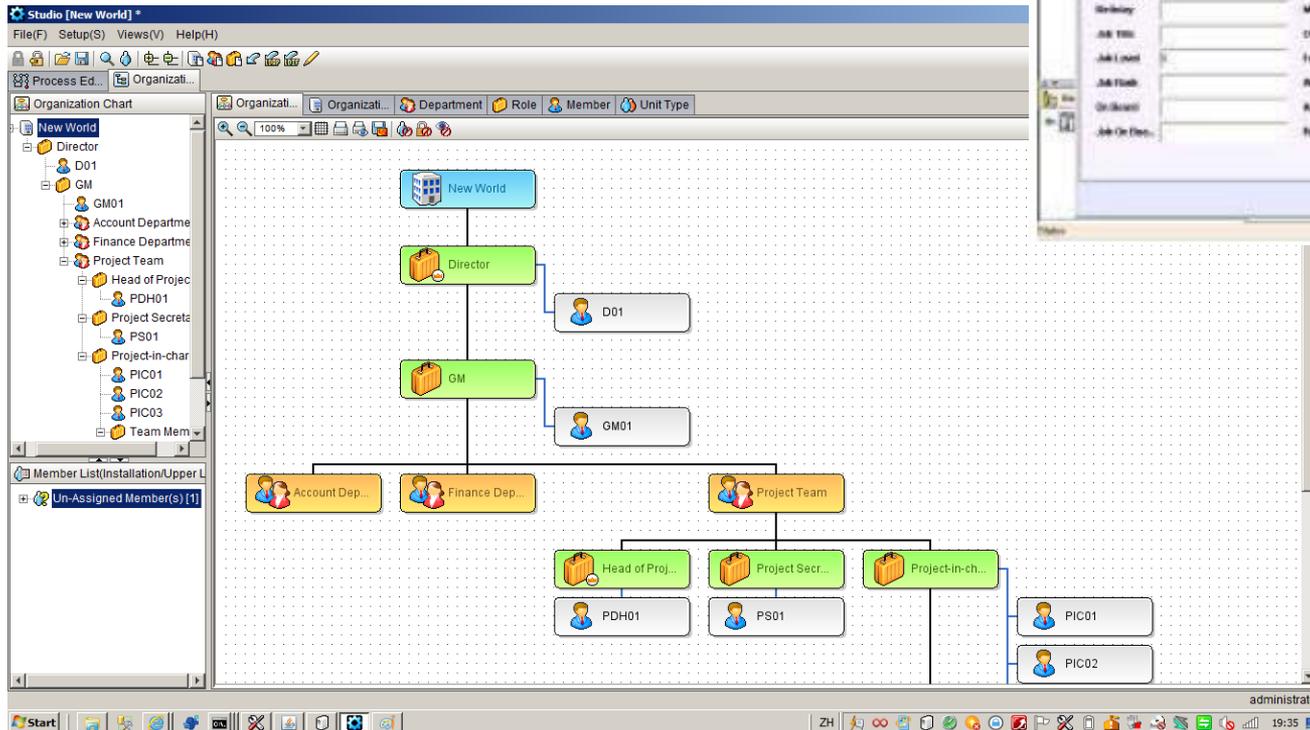
The Windows taskbar at the bottom shows the Start button, system tray, and the time 19:42 on 11/11/2012.

Process Designer



Organization Chart Designer

- Tree like Organization Chart Designer
- Integrate with HR system
- Integrate with LDAP
- Unlimited hierarchy level
- One role multiple persons
- One person multiple roles



Web Client- Mobile approval

Home Process

Deputy Information
Deputing nobody's task currently.

Quick start process
Try to add MyFavorite process/app by Star Icon button

Calendar
2015-01-19 MON

SUN	MON	TUE	WED	THU	FRI	SAT
.	.	.	.	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

My Task
You hava 18 todo items(0 records task agent)

Num	Priority	Process Name	Name	Sender	Init Time
1	Normal	HR001 - Application For Business Trip	Fill-in Form	S.C. WONG UAT	2014-03-18 16:14
2	Normal	HR002 - Application For Leave	Fill-in Form	S.C. WONG UAT	2014-02-17 14:44
3	Normal	HR002 - Application For Leave	Fill-in Form	S.C. WONG UAT	2014-01-19 16:34
4	Normal	HR002 - Application For Leave	Fill-in Form	S.C. WONG UAT	2014-01-14 17:44
5	Normal	Trip Expenses Claim Flow	Fill Form	S.C. WONG UAT	2014-01-07 18:47

Process Shortcut

- HR002 - Application For Leave
- HR001 - Application For Business Trip
- Trip Expenses Claim Flow
- Contract Renewal
- Document Approval



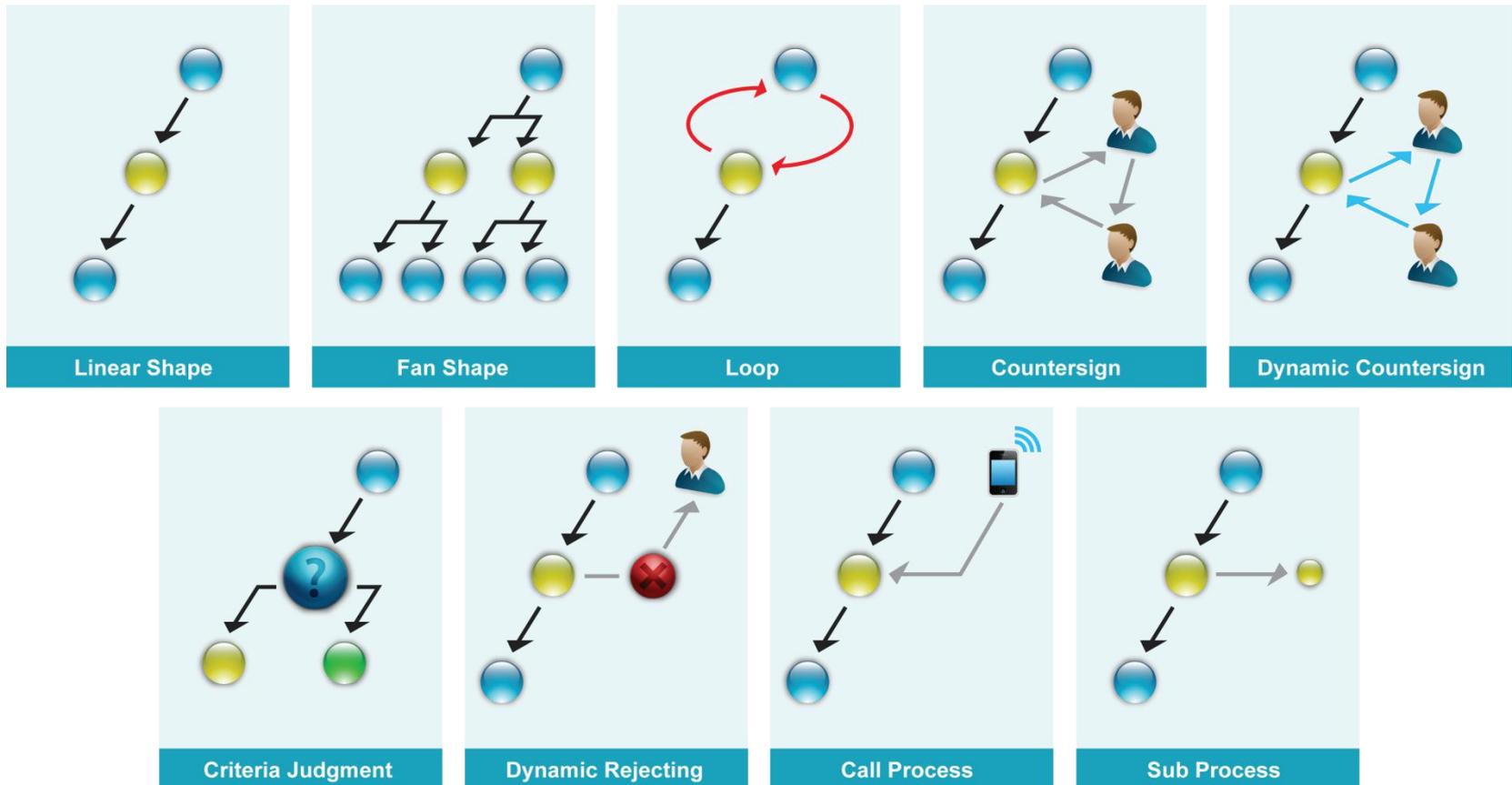
Secure Mobile e-signature



Workflow Engine

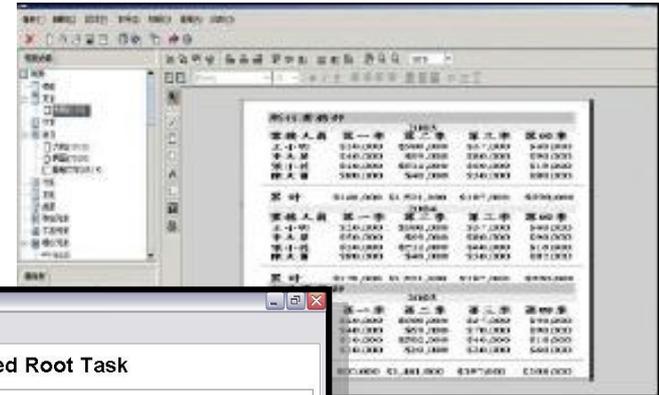
Support different types of workflow to meet the complex business need

- Workflow Engine

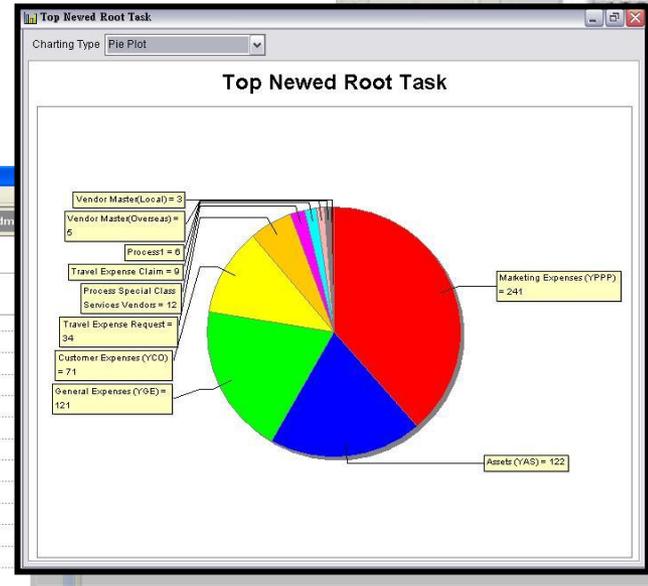
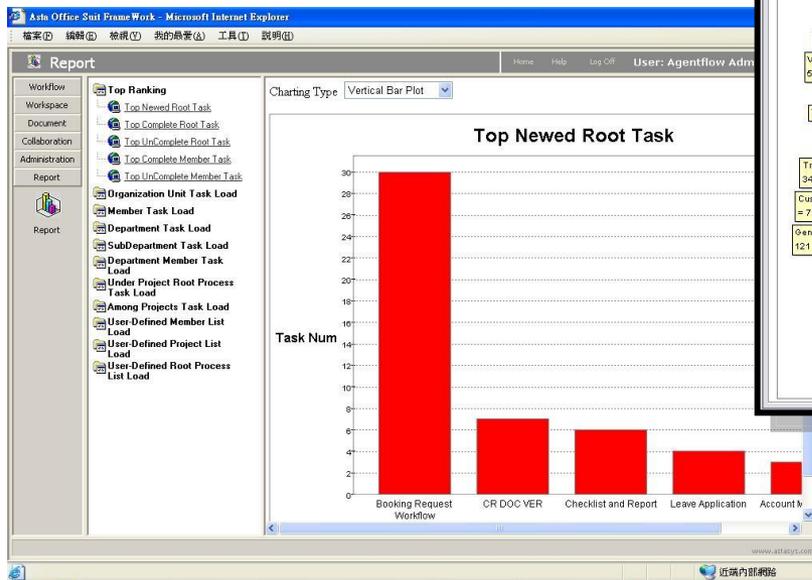


Administrator

- 33 ready to use reports
- WYSIWYG Report Designer
- Department / Personal workflow metric
- Workflow statistics
- Workflow time analysis
- Unit Workload analysis
- Web base reporting



項目	第一季	第二季	第三季	第四季
總收入	2,140,000	2,094,000	2,177,000	2,491,000
成本	2,440,000	2,579,000	2,860,000	2,983,000
淨收入	2,440,000	2,579,000	2,440,000	2,177,000
總計	2,140,000	2,094,000	2,177,000	2,491,000



Software Development Kit

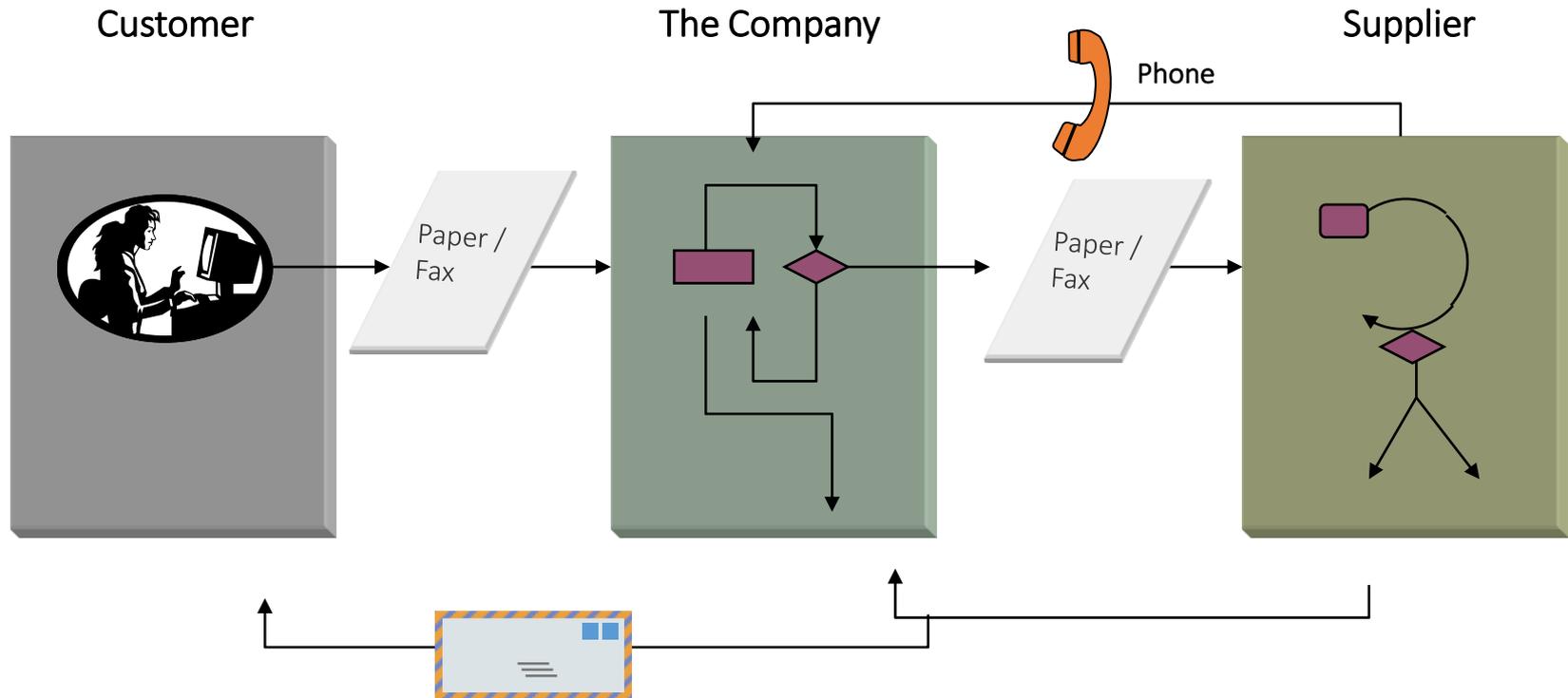
- Used for OS-integrated security
- Integration with Directory Services for user authentication to ensure maximum security
- Synchronizes with directory service for user/group information
- Supports Windows Active Directory and LDAP services
- Supports single sign-on for authentication



THE RESULT

Before Workflow Applications

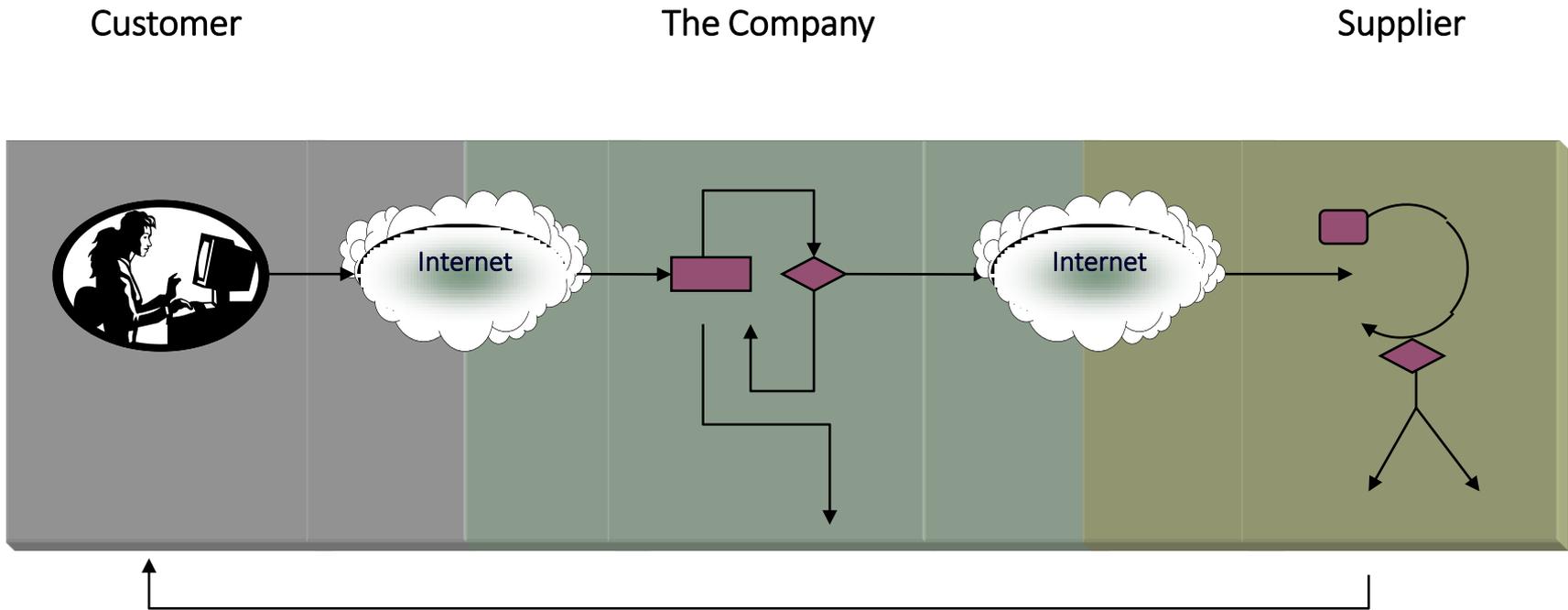
- Fragmented, Partially Automated Processes
- Slow response to rapid changing market



Normally take 5 - 10 days to complete a process

After Workflow Automation

Complete End-to End Process Automation



Shorten the process to 1 to 2 days

APPLICATION

Human Resources Management



HR management is always one of the important parts in a company. To be fair and just, HR staffs have to uphold prudence, select the right person in recruitment process, build a systematic training mechanism, standardize performance appraisal, and construct a flexible performance-oriented pay scale. Every employee has an impact to the company, a good one can bring immeasurable productivity. The key to become an excellent employee is not only due to an employee's competence but also affected by the HR management environment. A healthy management can inspire and motivate employees to take full play of their potentials.

Rapid growth and business expansion can sometimes be overwhelming, human resources management becomes increasingly difficult to manage and supervise. If we do not digitalize and standardize HR processes, it would generate a great loss on money, time and resources.

General Inefficiencies of Corporate Human Resources Management:

Not smooth cooperation between departments would cause recruiters don't meet the needs of corresponding department.

Long time of employee entry process and demission process leads to employee dissatisfaction, resulting in the loss of talent and re-employment opportunities.

Employee performance appraisal isn't standardized, which makes it unfair.

Random payment raise and bonus, employees will lose working passion after comparison.



Suggested processes:

- Employee entry / demission process
- Employee reassignment processes
- Job recruitment and training process
- Annual leave / leave application approval process
- Replacement of overtime work by rest day approval process
- Attendance management process
- Performance appraisal management process

Value:

- Helps to optimize the recruitment process, hiring appropriate people.
- Makes you have a full control of company structure through its easy-operated HR chart designer and permission settings.
- Workflow saves all HR data for you to use.
- Improves employee satisfaction and reduce the loss caused by frequent change of staff.
- Fair appraisal and payment, bonus distribution built by workflow helps to keep talents.

THANK YOU !