OPENTEXT

OpenText WebReports Workflow Extensions

Automated reporting directly within your OpenText Content Suite workflow processes

aving the right information at the right time is key to making fast and effective business decisions. Using paper based reports or multiple business intelligence tools connected to different data sources takes time and is prone to user error. WebReports Workflow Extensions brings the power of WebReports into the realm of Content Suite workflows, enabling you to deliver real-time reports and execute automated tasks as part of structured on-line processes.

Content comes in many varieties including documents, e-mail, form data and databases, and when it comes to making critical business decisions it is vital that a complete overview of all relevant information is available. Many business process tools provide the means to review snapshots of data in one form or the other, but only WebReports Workflow Extensions enables Content Suite users to pull all this information together into tailored reports that are delivered as part of on-line workflow steps.

Simple and concise workflow assignments

WebReports Workflow Extensions enables business users, such as yourself, to create on-line workflows that collect, process and present data from across your Content Suite repository. Using the underlying power of WebReports, the reporting and integration tool for Content Suite, it allows you to create automated actions, deliver reports, or generate dashboard views at defined stages within your workflow process. By allowing the customization of Content Suite's workflow interface, WebReports Workflow Extensions enables workflow designers to decide what is the most important information for workflow users, presenting only pertinent data and actions at each stage of the process. WebReports Workflow Extensions enables rapid access to data in easy to comprehend formats such as tables, charts and graphs. By using familiar content layouts training requirements can be reduced and adoption improved.

Improve process efficiencies

Another common business task is management and project reporting. With information residing in many different systems, it is often difficult to make decisions without first reviewing data from a variety of sources. Collating this data within a workflow environment often means re-keying at various points within a process. Not only is this time consuming, but also prone to operator error.

FEATURES

Personalized workflow interfaces

Deliver workflow users a simplified experience, highlighting precisely the information they need at each stage of the process. Customize workflow interfaces in line with existing applications or corporate branding.

Automated report triggers

Create workflow triggers quickly and easily. Automatically initiate workflows or other update activities based on timers or events happening throughout the Content Suite.

Context aware reporting

Dynamically generate and update workflow components. Move content in or out of the currently executing workflow instance during execution or upon completion.

Attach reports to workflow steps

Generate and present interactive reports to users as part of regular workflow steps. Reports can be attached to workflows, and presented to users for execution or viewing at the appropriate stages of the workflow.

Route workflows based on report data

Use data gathered from external sources to automatically set workflow parameters and route workflows through appropriate paths.

TECHNICAL REQUIREMENTS

OpenText WebReports Workflow Extensions works with:

- OpenText Content Suite 10
- OpenText WebReports 10

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Simple Workflow design environment uses industry standard BPMN 2.0 process notation

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Creating simple and effective forms

WebReports Workflow Extensions allows process developers to integrate datasources outside of the regular Content Suite directly within a workflow. This enables you to surface information from your external structured databases directly in to a single workflow step. As workflows progress WebReports Workflow Extensions can use standard communication methods to collect information from these sources, as well as update or notify external applications and services about any changes.

Compliant reporting processes

Many organizations have regular financial or other reports that are compiled and sent around for review on a periodic basis. By using WebReports time-triggers you can schedule data to be automatically collected, compiled and processed.

Occasionally though key parameters within the report may fall out of bounds. In these instances you can use WebReports Workflow Extensions to initiate exceptionhandling routines. These workflows can be used to route the flagged information directly through to the appropriate groups for further review and processing.

With compliance issues foremost for many organizations, it is easy for you to configure WebReports Workflow Extensions to automatically capture and archive any data generated within your process along with the rest of the workflow. This enables the context of a decision to be retained should evidential reviews be required at a future time.

Whatever your business, WebReports Workflow Extensions brings workflow decisions into context, creating the link between unstructured content and structured business data; delivering holistic management reports, and enabling truly automated business processes.

www.opentext.com

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