

COI-BusinessFlow[®] 4X

Companywide Archive, Document and Workflow Management System



Product Information



SYSTEMATIC PROCESS OPTIMISATION: INTEGRATED INSTEAD OF ISOLATED SOLUTIONS

No matter how much a company's type of business differs from its organisational structure – most of them share two consistent characteristics:

First, the necessity to keep the flow of information on the right track to ensure efficient processes and to be able to extensively assert company knowledge – its competitive edge and success factor. And secondly, the fact that incompatible insular solutions common to the bulk of the current IT setups create exactly the opposite effect.

The imperfect integration of IT systems has grave sequences in every regard:

- High processing costs, as companywide processes are handled across several systems
- High amount of time and effort due to multiple inputs, redundancies and out-of-hand search activities
- High IT expenses by inconsistent system architecture



4X a component of COI's Xtechnology

Connecting information - processes - people.

COI-Xtechnology combines the COI-BusinessFlow® products. Your advantage: Unique integration capability, extensive process optimisation and comprehensive information management. With these innovative solutions visions of tomorrow become reality today.



All in all, support for the processes is suboptimal, time consuming tasks are fostered and cost drivers nourished, which affect workflow costs and eventually reflect on the economic efficiency.

To break this cause-and-effect chain, the focus must be turned quite clearly upon the improvement of the internal and external integration.

Utilising COI-BusinessFlow this can be achieved reliably with tried and proven success: A centralised data, application and process integration is realised between the existing-heterogeneous IT systems. On this basis these collaborate as a system in a business process-oriented, automated and company-spanning manner.



WORTHWHILE PERFORMANCE. COI-BusinessFlow WORKS INTEGRALLY PROFITABLE!



Improvement of customer orientation

Wherever information is available companywide in a contemporary and central way a lasting effect on the customer orientation is noticeable. Cross selling aspects can be used more comprehensively because data and information about customers and prospective customers is accessible from different perspectives and contexts at any time.

The application potentials of an integrated information policy in the area of legal administration, Customer Relationship, After Sales, etc. are especially extensive

The logical consequence? Cost reduction at all levels:

- ➔ Cost reduction in the entire process by a rational, problem-free and optimised team-work of all involved parties
- ➔ Working with centrally available company knowledge in digitised form shortens processing times, saves paper, reduces error rates and increases performance considerably. The consequence: Motivated employees, satisfied customers.
- ➔ Protecting and securing investments: The modular approach offers the option for an iterative approach, i.e. adapting the system integration to your specific requirements and the available budget in regard to time and functionality. "Think big – start small" is the slogan, which can be realised in particular by using standard technologies available on the market.

as their success depends profoundly on centralised information. Forward-looking business strategies for example, such as B2C (business-to-consumer), B2B (business-to-business) or B2A (business-to-administration) profit from the documents and applications which can be used across system, departmental, company, even authority boundaries. With its efficient workflow component COI-BusinessFlow offers dependable support – completely and consistently covering all processing steps and nearly all applications.



MODULES, THAT MAKE SENSE – YOUR CHOICE!



Practical: COI-BusinessArchive for Microsoft Outlook®

This module integrates COI-BusinessFlow as an archive basis into this leading communication platform. From now on you can archive the daily build-up of incoming and outgoing e-mails in a structured way and store them centrally, on the one hand relieving the your company's Exchange Server considerably and guaranteeing, on the other hand, the safe management of important or even legally binding e-mail messages.

User-friendly: COI-BusinessArchive for Lotus® Notes®

Archive and administer your Lotus Notes documents with COI-BusinessFlow! Thus you can relieve your standard system and simplify the work for your employees. With a simple click all elements of the Lotus Notes environment can be introduced by this solution into the companywide archive and knowledge management system, and can then be searched and found again.

Smart: Integration with Internet, Intranet and Extranet via Web Client

An intelligently conceived, intuitively operated archive and document management connection for Internet, Intranet and Extranet environments is available which can be realised simply and rapidly. Within a short time your documents can be captured by web, tagged with keywords, supplied with permissions and arranged hierarchically. The comprehensive visual representation of the folder structures offers powerful administration capabilities. An user-individual view of documents eases the job quite substantially. Further functions such as check-in, check-out or status management round off the application spectrum of the web integration comprehensively.



The integration with SAP allows, parallel to the already mentioned documents from Lotus Notes or Microsoft Outlook, of course, also the transfer of documents from SAP into the central archive. Comprehensive search possibilities guarantee fast and efficient availability at any time.

Efficient: Special COI solution

You can also save time and money in many other areas. With its individually extendable and adaptively expandable standard COI offers various solutions for topics and industry components which all have one thing in common: Efficiency.

Your advantages

- Integration of archive, documents and workflow management functions in the most diverse systems: Optimum process support in the entire workflow
- Use of standard Internet technology offers extensive integration possibilities and secures your investment in the long term
- Efficient use as an information back-bone to administer contents from different systems from a central location: Avoidance of redundant data management and costly search processes
- Access and processing of the contents anytime and anywhere, with a standard web browser, even worldwide from every workstation
- Reduction of the legal costs by up to 90% by minimizing transfer, search and access times
- Clear decrease of the entire IT expenses by reduction of the complexity
- Creation of a central knowledge management level step by step, according to your needs and budget
- The resource company knowledge becomes a success factor: Higher quality at lower cost makes you more competitive!
- Hundreds of satisfied users in medium-sized companies and large-scale global players are enthusiastic with COI-BusinessFlow. You can profit from an established, sustainable solution proven over many years in practice and is continuously being enhanced – analogue to the progress in the information technology too. It is worthwhile – guaranteed.

Consulting für
Office und Information Management GmbH

Erlanger Straße 62
91074 Herzogenaurach

Phone: +49 (0) 91 32 / 82-44 44

Fax: +49 (0) 91 32 / 82-49 59

Email: info@coi.de

Internet: www.coi.com

WWW.COI.COM

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