Standardize and manage all your business workflows online

"I need to standardize my workflows and make all the related processes more efficient. I want traceability on the information, and make sure every stake-holder has the right data to act according to his role."

Three reasons why you should use FULLSTEP's apps:

1. Specialists solutions

2.Modularity & flexibility

3. Simple & efficient implementation

Description

FULLSTEP PM (Process Management) is the module that converts the company's workflows into an online format that structures the activities of all users participating in a defined process.

Carrying out an action requires that the previous actions have been approved, ensuring the compliance with established procedures.

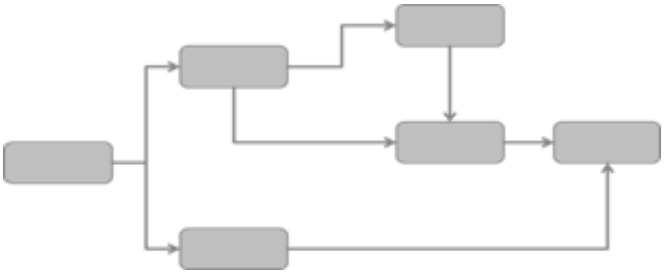
FULLSTEP PM allows you to flexibly configure the work forms that individuals have to complete, easily establish the process flows with the capability of handling parallel phases and conditional paths.

Its has extensive functionality that can be applied to any information flow.

Functionalities

The module is based on the configuration of different forms that will travel through the company's workflows.

In order to implement PM, FULLSTEP consultants will help your analyze your flows and map your processes, providing work flow diagrams for client approval.



Once processes are approved they are configured in the platform and ready for use.

Examples of processes handled with FULLSTEP PM can be:

- Purchasing requisitions
- Expense approvals
- Sample evaluation processes
- Contract revision, approval and formalization
- Project management for new product development
- Human resources/personnel requests

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"FULLSTEP PM is designed for companies that want to increase their efficiency, reduce time spent on low value added tasks, and capitalize on the information being exchanged by their employees and with suppliers by standardizing and digitalizing their information workflows"

Some advantages

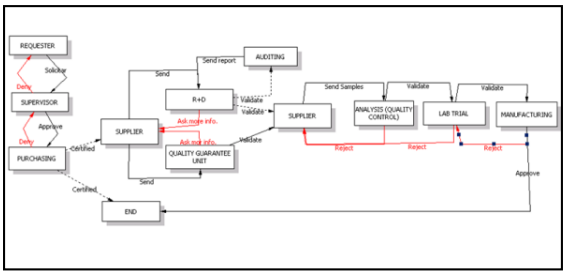
- **Online access**: Users can access secure information based on individual profiles via the web
- **Complete Traceability**: Online monitoring and follow up of the status of all actions, files and records
- **Streamline Processes**: Unified efficient processes and procedures established throughout the organization
- **Boost Efficiency**: Save time and money making processes more efficient
- **Increase Collaboration**: Increase collaboration between internal and external users: managers, buyers, suppliers…
- **Maximize Visibility**: Providing easy overview of activity for authorized users and managers
- **Data Integration**: Data is integrated in the process and can be easily integrated with other company systems (ERPs)

Main functionalities

Workflow Functionalities

Easily configure any business process workflow:

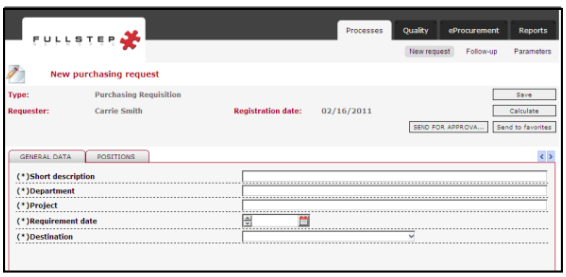
- Configure roles and access privileges
- Establish phases both linear and parallel
- Set conditions and design conditional paths



Form Functionalities

Include all the necessary information for your organization

- Eight different field types, including breakdowns
- Create different tabs to group pools of information
- Efficient online monitoring and management



Our services include the support of specialized consultants that will help you before, during and after the implementation:

- ✓ Management consulting
- ✓ Process optimization
- ✓ Training and support

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