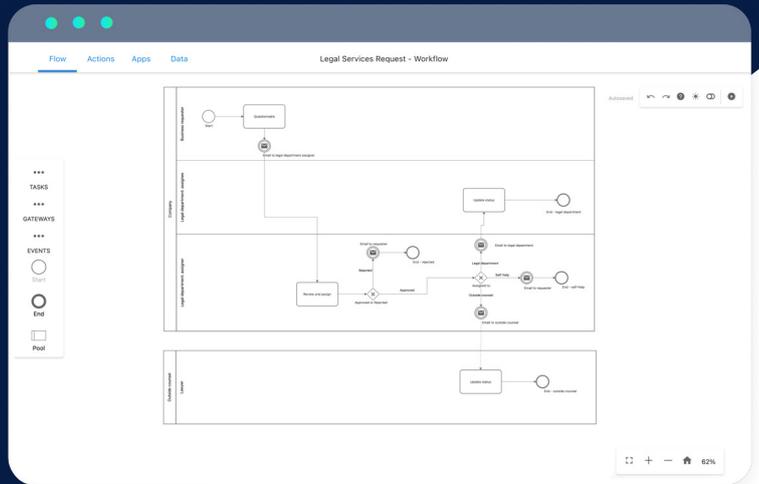


PROCESS AUTOMATION

Workflow

Workflow is Neota's drag-and-drop, standards-based product that implements the process automation pillar of the Neota platform. Mapping business processes with Workflow is rapidly achieved by dragging and dropping elements such as tasks, gateways and emails to manage interaction between parties and teams.

Visualize workflows and present to key stakeholders to validate key processes before publishing. Take advantage of embedded data storage to report on productivity and trends.



Neota's visual workflow solution

In law and business, most work is part of a process – more than one task, more than one person, more than one organization, more than one day. And we all want to know how the process is progressing.

In the fast-moving, distributed modern world, traditional manual processes are often chaotic, inefficient, unmanaged, and costly to the business.

Neota Workflow enables organizations to manage tasks and complex processes that span teams, parties and time. Aligned to the Business Process Modelling Notation (BPMN) standard, Neota Workflow orchestrates individual Neota solutions, as well as external systems, in a logic-driven, data-aware end-to-end solution.

Benefits

Simplify and streamline business processes

- ✓ **Increase efficiency**
Streamline manual administrative processes
- ✓ **Increase accuracy**
Standardized processes and workflows are accurate and consistent, every time
- ✓ **Increase transparency**
Enhance visibility to critical process data, identify bottlenecks and opportunities for improvement
- ✓ **Delight customers**
Improve service to customers, both internal and external

Features

-  **Logic**
Support for different workflow paths. Do task A if X, otherwise do task B. Send the next uncompleted Person X when Y is true. Go to task C when tasks A and B are complete
-  **Flexibility**
Because Workflow processes are composed of solutions built within the uniquely powerful Neota platform, they can be as simple or as complex as the business problem requires, and can adapt in real-time to changes in facts and circumstances
-  **Reminders**
Send tailored reminders to the assigned people when tasks have not been started or completed on time
-  **Multi-party interaction**
Move work such as review and negotiation back and forth across parties and business units
-  **Actions**
Resume a process, cancel a step, query an external database, reassign a task
-  **Tracking**
Progress, status, and all data elements are automatically updated as the process runs
-  **Audit history**
Automatic recording of changes to data elements
-  **Visual construction**
Business users with no technical training can draw and document business processes, which are then completed and activated using Neota's no-code tools: Canvas and Studio
-  **Case manager**
View and track progress of sessions, move processes along, and gather statistics on outcomes, efficiency, and cycle times