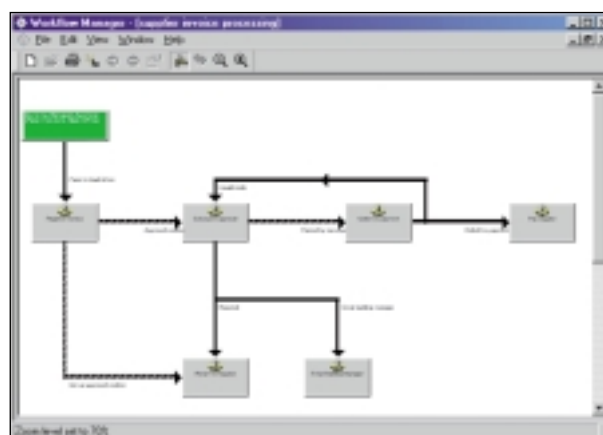


## Workflow Management

The flexible Workflow Management Module gives BlueBox users the ability to define business processes within the property system, which either adhere to or enhance your organisation's existing processes. Key business areas such as invoice approval and payment, purchase order processing, budget approval, lease expiry and rent review, all lend themselves easily to the introduction of workflow processes. Workflows can include email alerts and escalation features that ensure users receive timely reminders or warnings of critical events.

The individual steps which make up the key business processes can be defined and built to suit the needs of individual organisations. This means that sound business practice can be proactively invoked and followed.



When Workflow is implemented with Purchase Order Management, for example, the benefits include:

- Personal workflow task lists
- Cost savings where unnecessary expenditure is curtailed
- Improved document handling
- Full control of budget approval
- Improved skill efficiency for invoice approval and payment, freeing staff for more productive tasks