

COVUM PROCESSOR

BUSINESS PROCESS MANAGEMENT

List of Functions

General

- Web-based
- Multitenant
- Multilingual (user interface and content)
- Fast adaptation of the system front-end according to the CI/CD (Corporate Identity, Corporate Design)
- Flexible, simple to use and to configure

Process Modeling with COVUM PROCESS DESIGNER

COVUM PROCESS DESIGNER is a graphic tool for the modeling and configuration of processes.

- Process design per click & point in the web browser
- EPC-standard (Event-driven Process Chain)
- Automatic layout
- Flexible views for events, functions, groups, organizational units, documents and links
- Allows creation of:
 - Functions and events
 - Case differentiations, loops
 - Parallel and sequential flows
 - Partial processes/sub processes
 - Parallel processes
 - Hierarchical process models
- Adjustable detail level
- Reusing of process models possible
- Abstract modeling of responsibilities/process roles
- Creation of organizational structures using actual system users
 - Primary organization
 - Skills
 - Matrix organization
- Use of documents from the Covum document management system or external DMS
- Definition and using of electronic database forms (routing slips)
- Printing function
- Optional parameter transfer (integrated scripting option for advanced users)
- Automatic derivation of HTML documentations for quality management purposes from the process model
- Flexible role management

Administration of Process Models

- Folder based storage of process models
- Access to process models is based on individual user rights
- Any types of folders are possible
- Search and filter function
- Display of process models
- Automatic creation of process documentation
- Versioning of process models
- Approval workflows and determination of concrete responsibilities for process models
- Definition of any kind of attributes for the process model (meta data)
- Change management (historization on meta data-level)
- Usage lists
- Run your processes directly from the list overview

Administration of running Processes (Process instances)

- Folder based storage of process instances
- Filter function
- „Traffic light“ view
- Detailed view of a process instance
- Reporting
- Display of expired process instances

Running (instantiating) Processes

- After modeling, a process can be immediately instantiated and operated with
 - concrete documents
 - concrete organizational units and persons
 - concrete tasks
- Instantiation of a process without programming
- Automatic delegation of tasks to the organizational units
- Parallel and sequential processing, loops, case differentiations
- Running of sub processes
- Time management
- Escalation scenarios
- Interruption and resuming of the process at any time

Monitoring of running Processes (Process Monitoring)

- Graphical view on the progress of the running process (process instance)
- Color highlighting of the active task in the model
- Overview of all process activities, progress documentation
- Controller's view
- State view with the „Traffic light“ view
- Time management

Integrated Task Management

- Individual task lists: “Incoming, Sent, Watchlist, All”
- Individually adjustable views (task attributes i.e. name, responsible, that are displayed on the list): Either centrally for all involved users or individually per user
- Individually adjustable basis-, compact- and advanced view regarding the task details
- „Traffic light“ view, state control, time management
- Filter functions, search functions
- Sorting functions
- Comment function
- Definition of subtasks
- Definition of links between tasks
- Use of documents and routing slips from the document management system
- Automatic transfer to the responsible person
- Clearly defined responsibilities

- Role management for users and groups
- Automated creation of tasks through the process instances
- Tasks can also be created manually by users
- State workflow for the task processing (i.e. “Open – “In Process” – “Finished“)
- Historization of all changes (Excel-Export of task details)
- Reporting functions

Integrated Document Management

- Custom folder structure
- Free definition of folder templates and document templates for the determination of meta data for folders and documents
- Definition of own logical relations between folders and documents
- Various types of documents, i.e.:
 - Link
 - File as template (i.e. Word-form „Application for Leave“)
 - File from template (i.e. Word-document from the template „Application for Leave“)
 - Image (i.e. JPEG, GIF, PNG)
 - Template for electronic database form
 - Electronic database form
 - Process model (only in connection with COVUM PROCESSOR)
- Individual state workflows (i.e. “Open – Control - For Approval – Approved”) for document editing
- Individual definition of states
- Lock mechanism
- Specified responsibilities
- Comment function
- Creation, cutting, deleting of documents and folders
- Downloading of all folders and documents with only two mouse clicks
- Multi-upload function: Several documents can be uploaded all at once from the hard disk to the COVUM DOCUCENTER
- List view and gallery view
 - All necessary data visible at a glance, i.e. Key, Name, Responsible, State
 - Sorting and filter functions
 - Search functions
- Images:
 - Display of EXIF-data
 - Automatic preview

- Versioning of documents
- Documentation of all operations on any document, like i.e.:
 - Creation date
 - State change
 - Comments
 - Changes of meta data (name, description, version description)
 - Changes in priority
 - Changes in responsibility
 - Working instructions for the subsequent responsible

Reporting and Statistics

- PDF or Excel
- Index or graphical view of the whole database, i.e.:
 - Process instances in a defined time frame
 - Reports on expired process instances (live data such as duration, tasks, documents, organizational units, responsibilities etc.)
 - More options are available on request

User Management

- Management of system users and their roles
- Setup of optional user groups for the authorisation process
- Role management:
 - Standard roles (system roles)
 - Free definable roles
- Any number of protection domains is possible
- Organizational structures
 - Definition of primary-, project-, and skill oriented organizational structures
- Display of the users' online status
- Usage list between all elements of the user management module

Administration

- Administration of folder and document templates
- State workflows:
 - Free definition of state workflows
 - State workflow pre-determines the processing steps for an object (i.e. document, process model, task)
- Usage list between all elements of COVUM PROCESSOR

Individual user settings

- Flexible language settings, currently available in German, English and Russian
- Color settings:
 - Several color schemata available
 - Individualized color schemata on request

Software- and Hardware requirements

- Server requirements:
 - Windows Server 2003 32bit
 - Microsoft SQL Server 2005 (min Standard Edition)
 - .NET Framework 2.0
 - Internet Information Server 6.0
 - Storage requirements: About 100 MB
- Client requirements:
 - Web browser (i.e. Firefox, IE)
 - Java Runtime min v. 1.5

Contact and Information

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