

# CHRONOS SYSTEMS SOLUTIONS

A Comprehensive, Self-Service Workflow Platform



Nowadays it is impossible for corporations to increase their efficiency and competitiveness without managing, streamlining and digitizing their internal business processes.

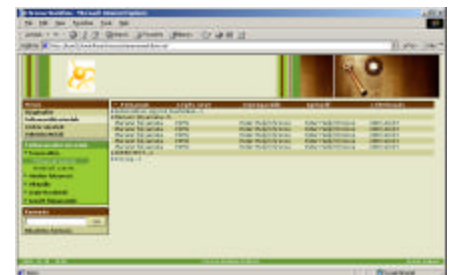
**The Chronos Workflow Platform is a unique collaboration software with a robust, highly efficient but still user-friendly platform that was built on Lotus Workflow R3 and Lotus Domino.**

It is critical that companies can quickly adjust their business processes based on ever changing market environments. However updating and changing workflows can result in complicated and costly modification of IT systems.

**The Chronos Workflow Platform combines the benefits of off-the-shelf products with a high level flexibility that so far could only come from custom developed solutions.**

## UNIQUE FEATURES

- Ready to use, off-the-shelf product.
- Can handle complex workflows, parallel processes and external interfaces.
- Ability to implement workflows and quickly digitize processes **without the involvement of IT resources.**
- Any type or kind of workflow can be implemented regardless of business area, e.g. CRM, Finance, Marketing, Administrative, Manufacturing, HR, Product Development, and R&D.
- **The cost of this platform is the equivalent of a single custom development project and very competitive compared to other workflow tools currently on the market in USA and Europe.**
- Maintenance is simple and highly cost efficient.
- **Workflow development cycle time can be reduced dramatically – on average by 50-70 %.**



This solution is best suited for business units often requiring custom application development which can be time consuming and expensive compared to the implementation of an off-the-shelf product. Whether it is a MOC process, customer complaints processing flow, employee training and development tracking, applicant tracking, PO request processing, absence & travel tracking, employee entry and exit flow, IT inventory & helpdesk flows, sales lead follow-up generation, or timesheet tracking, you can set up your own workflow with the Chronos Workflow Platform without the involvement of programming resources.



There are numerous business processes from simple approvals to more complex workflows, each of which would require a separate development project in case you wanted to digitize them. This is in addition to making sure the different applications are the same from the functional, administrative and front-end look point of view.

*The Chronos Workflow Platform creates a framework with identical front-ends and customizable forms and processes at the same time so you can create any particular workflow you like. This is regardless of the size or complexity of the process.*

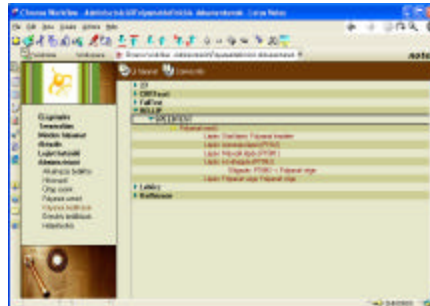
By using this tool, a lot of 'small' workflows that otherwise would not be digitized, can be developed.

The most unique feature of the Chronos Workflow Platform is that business process owners can manage the forms themselves without a need to do any programming. The process definition as well as the forms can be set by the administration documents.

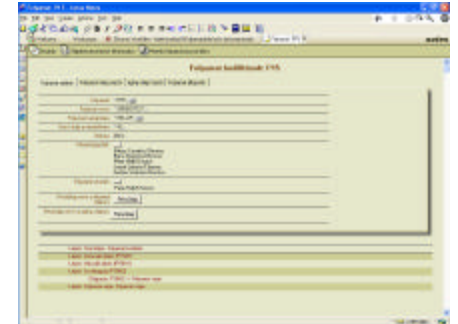
## KEY FEATURES

- Using the **Graphical workflow design tool (Lotus Workflow Architect)** you can outline the basic process flows within the company. Contrary to

traditional Lotus Workflow applications, you only have to set the number of steps in the flow and their relation to each other. The rest is all taken care of by the administration of the Chronos Workflow Platform. You can define totally different processes based on the same Architect flow by means of these administration documents (different forms, step ownerships, routing conditions). The delivered system already contains the 40 most frequently used Architect flows.



- **Document based process administration tool.** Here you can set up the different process parameters like the form fields, process owners, step owners, routing conditions, assignment of architect flow, the behavior of the fields in the different steps (hidden, visible – read-only, editable, editable-mandatory), time frames of steps and escalation.

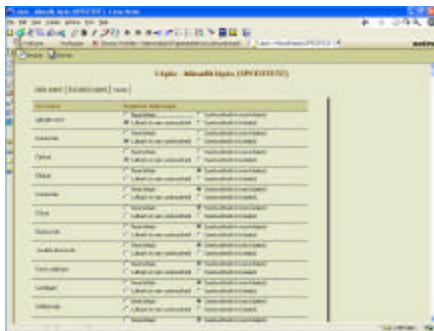


- Two **forms** can be assigned to a process: main form and request form. The presence of the main form is mandatory as it contains the flow control fields. The request form is optional, its usage is recommended in case of multiple (table like) requested materials. As an example in case of an IT or stationery refill request process, you can ask 3 wall calendars and 2 pens and 3 pen drives together in one request.

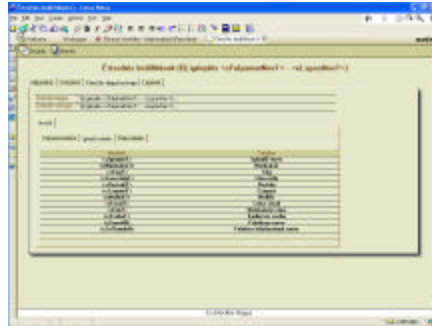
- **Organizational database.** It is contained by the original Lotus Workflow system. Its purpose is to reflect the structure of the organization, specify the people, groups and departments and their hierarchical relation to each other during the process execution. In addition, this database is responsible for handling the substitution of persons, groups and departments. Nevertheless the Chronos Workflow Platform contains another substitution

administration in case the substitution of the Organization database is not used.

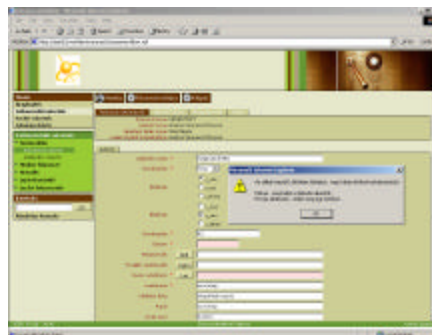
- **Process descriptor administration documents.** Administration documents that are created automatically during the process setup according to the selected architect flow.



- **Multilevel notification sending system.** It can be managed by the administration. Using this tool you can assign a notification sending with any address, customized subject and mail body to any number of step pairs. You can assign more than one notification sending to a transition between previous and next steps. You can ask to merge any field from the process form into the mail subject and body. The merge field reference is done by inserting predefined tags ("`<fieldname>`") into anywhere on these fields.



- **Superior user interface developed by graphic designers.** The system provides two separate user interface - Lotus Notes Client and Web browser - with identical functionality.



- The Web interface allows the administrators to upload new and unique design styles, allowing the web interface to suit to the company's Intranet standard. The change of the user interface does not affect the business processes.
- **Security.** Apart from the standard multilevel Lotus security system, the Chronos Workflow Platform also applies a **document based security**

**system.** A process document can be seen by the process participants, process owners and process readers (that were assigned to the process in the process administration). The Lotus client uses Public Key Infrastructure (RSA algorithm) to provide appropriate security architecture. The standard security of the Web interface can be enhanced by introducing SSL authentication. (at no additional cost).

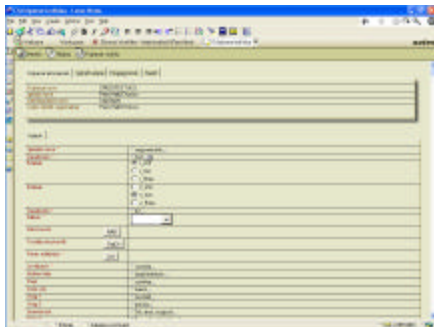
- **Archive database** is used for the completed processes. After the completion of a user process, the documents belonging to this process will be automatically moved into the archived database if a predefined time has expired.

- **Views and statistics.** Chronos Systems created all views and lists in the Chronos Workflow Platform application that are necessary for the daily operation. According to our extensive workflow development experience, these frequently requested views are for example: the jobs waiting for the current user; the expired jobs (the allowed time for execution of the actual step expired); all jobs categorized by process category, process, step, step



owner, expiration date, department. *Every view can be exported into MS Excel file.* It is mainly important on the Web interface, because it displays the views page by page (30 rows a page), thus it is quite difficult to print.

- **Search** Lotus Full Text Search as well as a customized search spot situated on the web page can be used.



### CONTACT DETAILS

Contact: Andras Szakacs

Web:

<http://www.chronosystems.com>

Email:

[info@chronosystems.com](mailto:info@chronosystems.com)

Phone:

(+36 1) 268 1216

Fax:

(+36 1) 268 1217

### OPERATIONAL ENVIRONMENT

**Application Server:** Lotus Domino R5.06-12 and R6

**Workflow Engine:** Lotus Workflow R3.01

**Lotus Client compatibility:** Lotus Notes R5.03 and above, R6

**Browser compatibility:** MS Internet Explorer 5.0 and above