Subscription Function



Always up-to-date

Using the subscription function employees are automatically informed about changes to documents and workfolders.

Arbitrary Media

Users can choose to receive notifications either by e-mail or in a dialogue window.

Change Details

This message provides information on the type of change and the exact point of time.

Timely Information Forwarding

Employees are informed about changes immediately and without delay.

Integrated Resubmission Function

Users can set daily, weekly or monthly reminders for recurrent appointments.

Staying informed in a timely manner

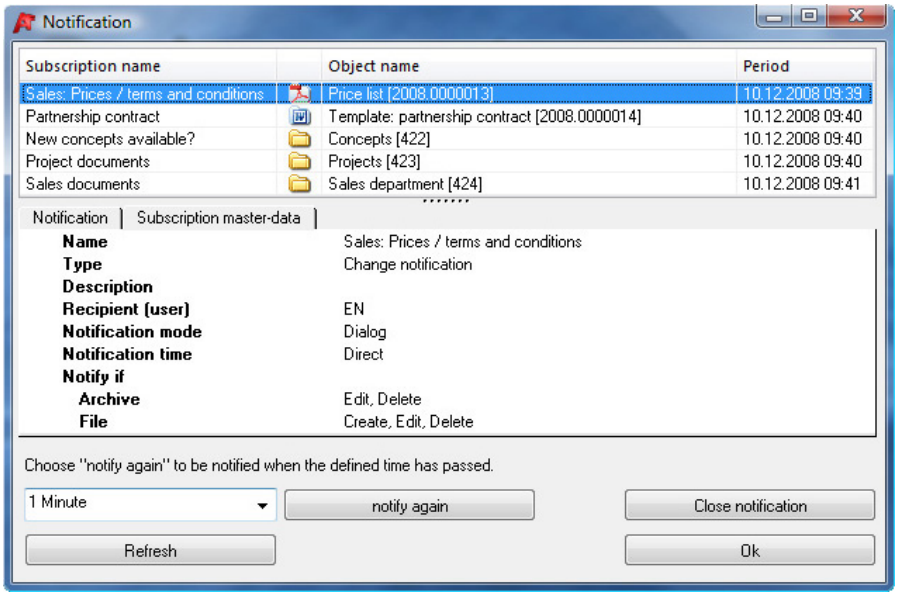
Internal company communication does not always work perfectly. In particular, middle and large sized companies are facing the challenge of keeping employees informed about all important document changes. It can happen more than once that a colleague is overlooked when forwarding information. In some situations this can become quite delicate where major changes are concerned and the person is constantly processing this document.

Workfolder Subscription

Using the subscription function ArcFlow automatically informs the user of any changes. Having subscribed to a certain workfolder the user can choose to be either informed by e-mail or a screen message if a change takes place. The message provides information on the type of change and the exact point in time. For example, if accounting sends an invoice to a customer this invoice is automatically filed to the respective customer workfolder. At the same time, all employees who have subscribed to this workfolder are notified that a new document is available in the workfolder. You can have not only yourself but also other people notified about changes.

Document Subscription

The user can subscribe to a document using the same principle. Whenever, for example, the sales manager revises a price list all sales team members receive a notification about the document change. On the one hand, the sales manager does not have to take on this task himself. On the other hand, the risk of forgetting to forward the document is eliminated.



Therefore, the subscription function guarantees that all employees are informed about important changes at all times. As every user makes his own decisions as to which documents and workfolders are of relevance to him this also rules out the risk of his receiving too much information.

Simple Appointment Management

In addition, ArcFlow makes it possible to set selected documents to a „Resubmission“ status. Users can choose to be notified about fixed appointments as well as recurring daily, weekly and monthly deadlines. Resubmission can be set up for individual users as well as for complete departments. As in the subscription function one can choose between an e-mail or dialogue window for the reminder notification.

This function can be deployed across departments in all areas where periodic processing or the review of certain documents is involved and in all areas where periodic document tasks are performed, e.g. accounting can send themselves reminders for the monthly Advance Turnover Tax Return or the preparation and dispatching of selected invoices.

TÜV SAARLAND Approved Archiving Document Management
tuev-saar.de/TK00714

ArcFlow GmbH
Paul-Ehrlich-Straße 38
63322 Rödermark
Germany
Phone +49 6074 211582-0
E-Mail info@arcflow.de
Web www.arcflow.de

ArcFlow AG
Lörenstrasse 15
4658 Däniken
Switzerland
Phone +41 62 28810-20
E-Mail info@arcflow.ch
Web www.arcflow.ch

ArcFlow, Inc.
4th Floor Topaz Tower, Damosa I.T. Park
J.P. Laurel Avenue, Lanang, 8000 Davao City
Philippines
Phone +63 918 520 2500
E-Mail info@arcflow.ph
Web www.arcflow.ph