

**OCULUS™ WORKFLOW**



**TAKE CONTROL OF YOUR BUSINESS PROCESSES!**

So you've recognized the need for an OCULUS™ system. Now we'd like to take you to the next level with OCULUS™ Workflow. Your documents are digital and available in the OCULUS™ web-based environment. That's the first step. Next, take advantage of that universal accessibility. OCULUS™ Workflow adds efficiency to your business processes dependent on document transfer, review and approval. ROH performs a business process analysis and configures a system that automates and manages your documents based on how you do business now and in the future! This means that John in the main office can review documents that Sue, in another town, generates. Then Pete, working at home, can get a revised document, make edits and send it back to John. So whatever your business does, wherever your employees do it and no matter how you process your documents, we make it happen!

**WHAT IS OCULUS™ WORKFLOW?**

**OCULUS™ WORKFLOW**

ADDS EFFICIENCY TO  
YOUR ORGANIZATION'S  
CORE BUSINESS PROCESSES  
THAT ARE DEPENDENT  
UPON DOCUMENT  
TRANSFER, REVIEW  
AND APPROVAL.



**Connectivity.** You get the power of the Internet to automate the routing of your OCULUS™ digital documents. Even if your workforce is in the field, they can access their work seamlessly. And with email notification, the process is smooth and the work gets done.

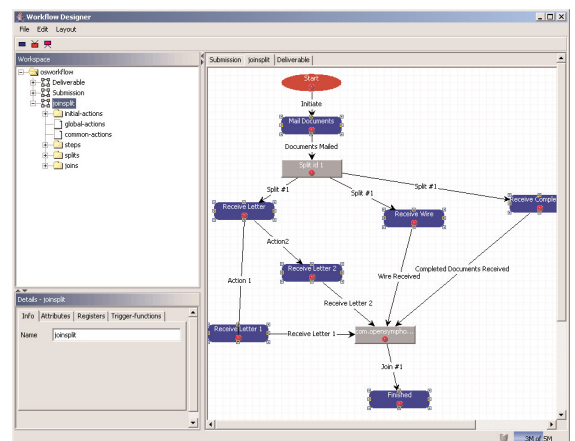
**Convenience.** Your documents flow into OCULUS™ from the software tools you use day to day and are easy to edit. A full audit trail of each document lets you track individual steps in the process. Comments follow the document as part of that audit trail.

**Accountability.** Responsibility is an integral part of OCULUS™ Workflow. The administrator can see the entire document workflow process, and restrict each user to a view of only his or her work or customize as he or she wishes. With complete version control, you can keep each step of each document's progress, allowing you to revert back to any point.

**Automation.** OCULUS™ Workflow lets your people do the work, but now the document comes to and from each desk automatically, right on time. Like an office manager who never takes a day off, the work gets accessed through your work force with speed, efficiency and reliability.

**WORKFLOW DESIGNER**

Implementing a workflow from a business process is no trivial task. With OCULUS™ Workflow users or administrators have the power to define and configure document states, rules, actions, and lifecycles with a comfortable Windows graphical user interface. The workflow designer is provided to allow administrators to create intricate electronic workflow based from your organization's current and future business processes.



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## WORKFLOW INBOX

Once the business process has been defined and the workflow created your users will immediately know when an item needing attention arrives. The OCULUS™ user interface will show a flashing “mail” icon when action is needed. The user will be presented with a unified Inbox for all work items, which gives them a single location to review and perform all tasks. Documents may be routed to groups allowing for work to be delegated as appropriate. Comments may also be added at each step to give a comprehensive trail of why documents have been modified or denied.

All OCULUS™ operations may be made available in the workflow creation. Users involved in the workflow process will retain the same security privileges they are accustomed to in OCULUS™. This includes document access, modify index and checkin/checkout rights.

**Inbox**

Result/Page: All | Sort: Step | Refresh | Showing Result(s) 1 to 3

Operations: Modify Index | Select

Step	Workflow	Instance Name	Priority	Created	Due By	Status	Document Created	Profile	Instance #
<input checked="" type="radio"/> Modify Index	modifyindex	Modify Index #8	1	06-21-2005	N/A	Pending	12-31-2002	Petroleum	8
<input type="radio"/> Modify Index	modifyindex	N/A	1	06-21-2005	N/A	Pending	05-23-1988	Petroleum	9
<input type="radio"/> Review	Document Approval	N/A	1	06-21-2005	06-23-2005	Overdue	05-23-1988	Petroleum	10

## CORE FEATURES

- ✔ Automatic routing ensures efficient, controlled delivery of any type of document.
- ✔ Users with appropriate rights are allowed to exempt steps on an ad hoc basis.
- ✔ Allows documents to be managed for each process. Documents may be filtered by user defined fields.
- ✔ Comprehensive audit trail to allow quality assurance review.
- ✔ Web accessible for access to all users.
- ✔ Processes may be modified at the document, process, group, or enterprise level by specified users or administrators.
- ✔ Easy to use GUI interface offers quick process design capabilities.
- ✔ Extensive set of pre-defined operations adds to ease of configuration.
- ✔ Integrates easily to other legacy systems utilizing VB scripting and robust API calls.
- ✔ Electronic mail integration to support alerts of exception conditions, missed deadlines, or for arrival of new work for infrequent users of the system.
- ✔ Single or multiple participants at each workflow step. Users can be grouped into pools to share work.
- ✔ Activity deadlines can flag past due work, send email or alerts, automatically advance the work to the next step, or even escalate the work item to a supervisor for completion.
- ✔ Administrators can review the status of each step to create their own management reports.
- ✔ Out-of-Office feature allows work to be automatically routed to another participant when users are not available.

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