

Nextflow Document Process Solution



Streamlined, efficient automated document processing to improve business process and productivity

- ✓ Integration with existing ERP systems and other applications, on any host/multiple host platform
- ✓ Supplied as complete suite or separate modular system
- ✓ Benefit from utilising other output media as well as print including e-mail, fax, SMS and Web
- ✓ Fast and secure archive of every document produced in the organisation

Data Input

Nextflow Files



Nextflow Files can access and deploy any existing digital media office documents, raw data files and legacy system data for use in the Nextflow Solution. Nextflow Files enables you to increase your return on investment from historical data. Once Nextflow has identified raw data or file information, the data can be routed to Nextflow Transform & Route or safely and securely moved into Nextflow Archive.

Nextflow Scan



Intelligent, accurate and scalable, Nextflow Scan works with any scanner, MFP or hot folder. It offers fast data capture and processing, via a single entry point. It also manages the stream of different forms and documents, including complex types and transforms them into usable accessible data. This includes:

- Fixed forms: Questionnaires, surveys, tax returns and application forms
- Semi-structured: Invoices, purchase orders, explanation of benefits and receipts
- Unstructured: Contracts, letters or articles

It works with any scanner, MFP or hot folder and significantly reduces the need for manual data entry, automating coding, authorisation and filing of documents.

Improving productivity and cost

- Reduced manual data entry
- Automated coding, authorisation and filing of documents
- Helps to re-deploy employees elsewhere
- Increase prompt payment discount usage
- Reduce late payment penalties
- Once scanned, documents can be routed to Nextflow Transform & Route or Nextflow Archive

Data Archiving

Nextflow Archive



Nextflow Archive offers automatic, electronic storage of business documentation eliminating the need for office file storage and space. Its intelligent search and retrieval is easy to use, with powerful capabilities, allowing users to locate information in seconds for the following searches:

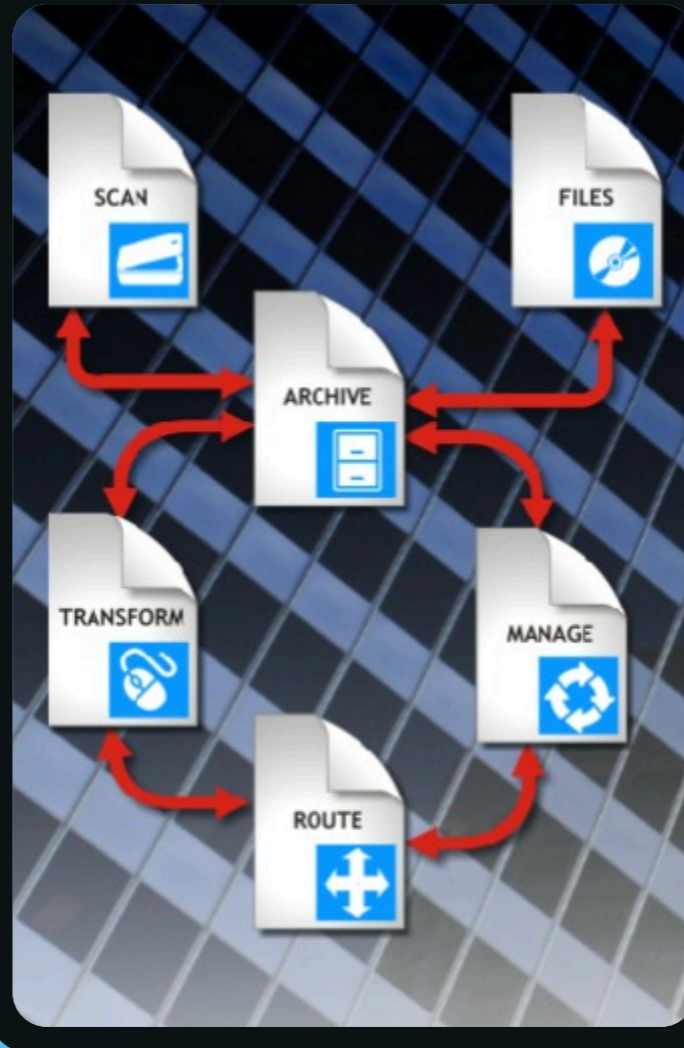
- Detailed: Specified date and value
- Broad: Multiple index fields or projects
- Full text: Pinpointing of key words within the context of the document

Once found, the documents can be routed to Nextflow Transform & Route or utilised by Nextflow files.

Massive savings on operations, storage, process and retrieval of documents

- Reduces information retrieval times and costs
- Access and manage files directly from Microsoft Office and other business applications
- Implement information policies with multiple levels of security and extensive user controls
- Shield information with encryption both during transmission and when stored
- Ensure proper procedures are carried out by automating compliance processes and tracking activity
- Gain regulatory confidence with evidence of audit trails, security controls, user activity, document history and retention policy recording

Nextflow Document Process Solution



Data Output

Transform and Route



Nextflow Transform & Route

- Transforms raw data from Nextflow Files, Nextflow Scan or existing ERP systems into dynamic business documents in their specified business format

- Routes to their point of need in the business via any windows driver printer, email, fax, PDF, SMS, archive and workflow system

A web browser enabled interface operation is utilized for simple and effective output management and administration.

Nextflow Transform & Route utilises and converts to the following formats:



- **Advanced Barcodes including RFID and Labels**

- Enables conversion of data to barcode format that can be integrated and printed on standard documents or customised labels
- Ideal for automatically bar-coding despatch notes, works orders, picking notes etc, saving dramatic amounts of time

- **Text messages**

- Use for notification of changes to documentation and business process

- **Enterprise applications including ERP, CRM & PDM**

- Integrating several data sources into one dynamic form



- **i-PDF**

- A static PDF, with additional interactive layer, adding personalisation, attachments, security and client side logic, allowing you to see when a pdf has been read by your client
- Excellent way to ensure clients receive and view invoices, statements and POD etc

Time & Cost Savings

- Eliminate pre-printed and multi-part stationery as Nextflow prints directly onto plain paper
- Print as many copies as required, and then automatically route to the relevant printer, fax or other device - anywhere in the organisation
- Production of high quality, professional documents with a choice of fonts, sizes and inclusion of logos/images
- When documents, phone numbers or logos change, no wastage or re-printing costs are incurred
- Direct user controlled logic enabling logos and signatures to change dependant on logic rules

Management and Workflow

Nextflow Manage

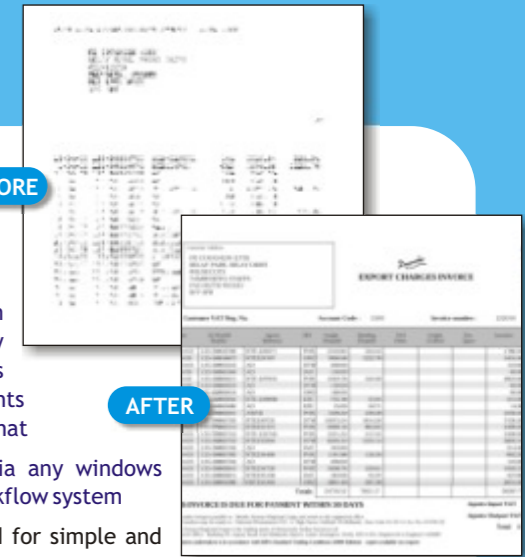


Nextflow Manage allows organisations to automate business processes according to a set of pre-defined procedural steps. It automates document routing to streamline business processes and makes standard business operations easy to execute. It alerts users of pending work assignments and can track their progress step by step by using in built management tools.

Designed as a fully integrated module, Nextflow Manage connects and distributes powerful functionality to all licensed users, eliminating the need for additional integration and installation. Nextflow Manage also leverages all the security, scalability, reliability and integration options of the Nextflow system to guarantee the integrity and availability of the data.

BEFORE

AFTER



A *Nextflow* solution offers significant benefits and a fast return if your business has:

- ✓ Large archives of incoming and outgoing paper documents in files ie invoices, delivery notes
- ✓ No document security, limited storage space or problematic documents due to loss or damage
- ✓ Manual distribution of more than 100 documents by post or fax machine
- ✓ Use of printed documents such as invoices, statements or purchase orders on multipart stationary using dot-matrix printers or A4 cut sheets with laser printers
- ✓ Unstreamed business workflows and manual paper processes
- ✓ Administratively intense tasks and the utilisation of unreliable equipment
- ✓ Costly pre-printed stationary or too much paper
- ✓ Unreliable equipment
- ✓ Costly paper purchases
- ✓ A requirement for document audit trails to comply with quality assurance or legislation.
- ✓ No back-up in the event of a disaster
- ✓ Documents needing to be viewed in multiple locations
- ✓ To decrease its carbon footprint and enhance its green credentials

To arrange a free consultation on how *Nextflow* can transform your business, please call Next Solution on 0844 225 0482 or visit www.nextsolution.co.uk.

We also run regular presentation days that provide a useful insight into the powerful capabilities of *Nextflow* and how it could immediately transform business processes in your organisation. To register, please visit www.nextsolution.co.uk.

About Next Solution

Working with organisations across all business sectors, Next Solution has many years experience of providing leading IT solutions. Our expertise can provide you with software, hardware or maintenance solutions that can save you £1000's and offer solutions you need in today's business environment. Contact us for more information on 0844 225 0482 or visit www.nextsolution.co.uk.

Successful companies already using *Nextflow* include:

