



GLOBAL CENTS | Power Tools™ for Workflow version 2

New for Version 2:

- Start step

The "On Initiate" tab is added to allow specification of what's to happen right after initiation, what the next URL will be, and whether you want the workflow initiation message shown or immediately open the next task

- User/Initiation step

More notification options are now available, including: invoking standard Livelink notifications based on additional events, the ability to create an email message based on an event, and additional options for when to send the notifications or emails such as when it's late by a certain date or when a block of time has passed, or if it will be late after a period of time has passed. You can also escalate a step to another user based on the same criteria

- Power Tools Step:

- Email

The ability to send multiple attachments to an email with more ways to configure the To, CC, and From addresses. There are also more replacement tags available including <Server>, <Today >, <StepURL>, <TaskTitle> and <TaskDueDate>. There is also an action tab that can clear or set a nickname for a Livelink item

- Action Tab

Clear or set the nickname for a Livelink item. Delete N versions for a Livelink item, more options for the Reserve by Target option, and store a target NodeID in an item reference attribute

- Workflow Properties Tab

Support changes on workflow, subworkflow or workflow step:

(continued on back...)

GLOBAL CENTS

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Extending the Power & Usability of Livelink® Workflow

Global Cents Power Tools™ for Workflow (PTW) version 2 is a collection of advanced tools that extend the power and usability of the Livelink workflow module and greatly increase the return on Livelink investment, especially for organizations that rely heavily on business process automation.

Included in the PTW toolkit are: custom view displays on a per step basis, initiating a workflow from a Livelink item, additional Item Handler functionality, Auto Completion functionality, a PTW Task Type for the Workflow Painter, PTW Action, Data Report and Shortcut Tabs, and Event Trigger Auto-Initiation. PTW is internationalized and fully upgradeable.

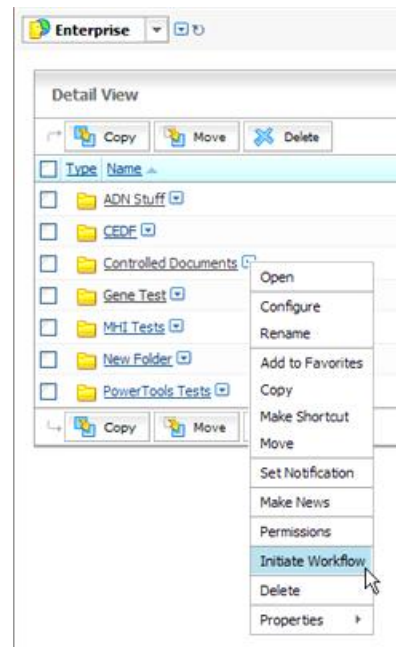
Power Tools for Workflow Key Features and Functionality

PTW has features that reduce the cost of maintenance, extend the usability, and increase the functionality of the Livelink Workflow module. The following are descriptions of some of the key features of PTW (additional descriptions of our advanced features are outlined in the back panel of this brochure):

» Initiate a Workflow from a Livelink Item

PTW adds the ability to initiate a workflow from any Livelink item (not limited to the document type only) via the Functions menu. Categories and category attribute values on items in Livelink can determine which workflow maps can be initiated from which items. The map designer can specify how the item should be added to the workflow as well as defining what data should be retrieved from the item to default values of workflow data.

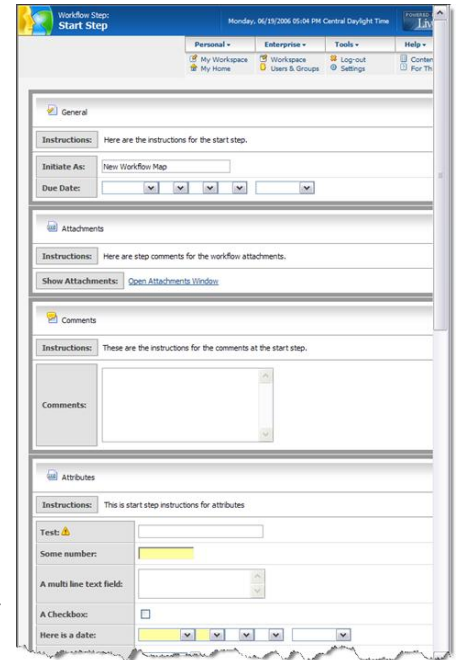
PTW functionality allows Livelink Workflow to become more document-centric and offers more control over access to Livelink items. In a heavily regulated industry where companies use Livelink, PTW can be used to allow workflow processes to handle standard item functions like, Rename, Copy, Delete, all within an audited review process.





» Create Custom Views on a Per Workflow Step Basis

PTW's Custom View functionality gives workflow map designers the ability to have complete control over the display of workflow data to a step performer. Unlike Form views, PTW Custom Views can display not only form data, but also workflow attributes, comments, attachments, and general workflow information, all on the same page. This feature uses standard XML/XSL technology, so that anyone who can create an XSL file can create a custom view. This also allows Livelink application designers to construct the Form Templates with more of an eye toward standard database storage schemas instead of preoccupations about the display of the data. Also, the data from multiple forms attached to a workflow can all be displayed together and interspersed with other workflow data. Because this feature is built upon standard XSL technology, reusable templates can be created to facilitate the easy modification of multiple views at the same time.



1. Set new title, due date, start date, completion action
2. Use date attributes (workflow or forms) to specify date criteria — and add or subtract days
3. Use replacement tags and/or constant values for new titles

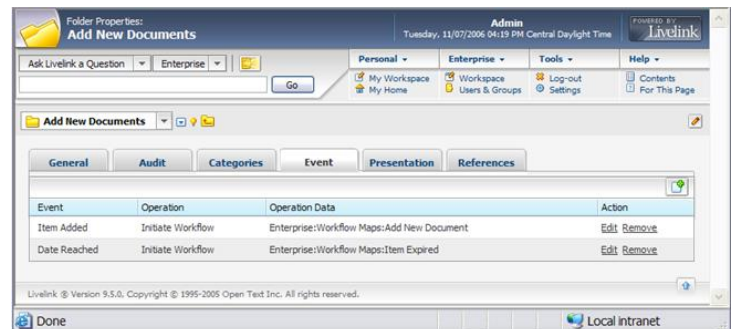
Plus...

- Make more workflow data available for use in custom views (task and subworkflow information is now available on customviews). This applies to steps other than the start step
- Use the same workflow package with the main workflow and its subworkflows. This fixes the existing Livelink workflow problem regarding the display of information in the initiated subworkflow. It also allows the map designer to specify that a sub-workflow, created by a sub-map step, should use the same data package as the parent workflow. This means that the sub-workflow can use the exact same attachments folder as the parent, or the exact same attributes or forms data (in the case of Attributes and Forms, the option is only available if the Attributes in both main map and sub-map are exactly the same)
- Item Reference attributes no longer lose their references when an in-process workflow is modified

» Event Trigger Auto-Initiation

This feature supports the definition of actions to be performed when specific events occur, including: when an item is added to a container, when a new version is added,

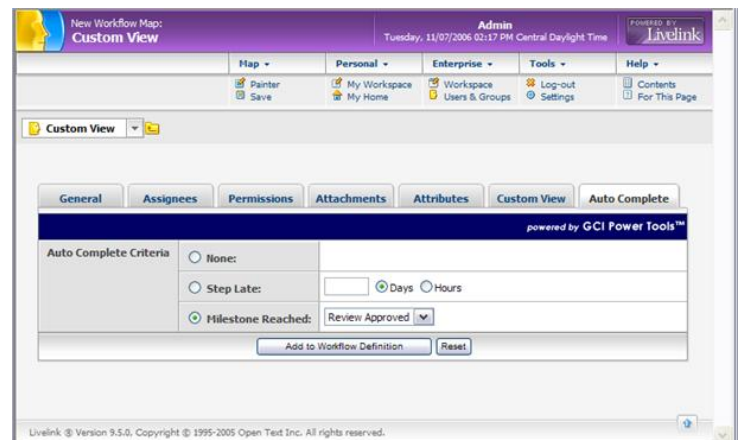
or when a specified date is reached. This facilitates using workflow to add documents to a closed system as well as automatically sending documents for review when they expire.



» Auto Completion

PTW adds the ability to have performer steps automatically complete themselves. The workflow map designer may specify that if a step, assigned to a user, is late for a specified period of time, or if a specified Milestone step has been reached, the step will auto-

automatically complete itself. If the performer of the step was supposed to choose a disposition, the default disposition value will be set for the step.



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