

# BizFlow® Solutions for Government Administration

Streamlining and Improving Administrative Procedures in Government

Manual documents and processes are inefficient and expensive. BizFlow, with its award-winning business process management capabilities, enables any document or image that is exchanged through e-mail, postal mail, or fax to be automated and managed throughout its lifecycle to reduce cycle times.

## Make every administrative process better.

BizFlow Solutions for Government Administration allow any government administrative agency or department to increase efficiency and reduce agency operating costs. BizFlow's library of government forms speeds the deployment of electronic form submission and process automation. BizFlow provides reporting on how efficiently processes are being executed, as well as tools to redefine and refine processes as needed to support continuous process improvement.

## BizFlow Solutions for Government Administration

- ▶ **Deliver process management expertise** developed through more than 300 implementations worldwide
- ▶ Provide **repeatable process management solutions**, methodologies, and tools that streamline administrative processes
- ▶ **Integrate administrative processes** with current document and content management, HR, and financial systems to achieve a rapid start-up and ROI
- ▶ **Link administrative processes** with other departments and agencies, private sector business partners, and citizens
- ▶ Leverage process model and forms templates to **jump-start implementation**
- ▶ Offer a worldwide team that **delivers and supports process management solutions** that meet your requirements

## Benefits

**Automate** the submission, routing, approval, and archiving of electronic forms

**Reduce** or eliminate paper-based processes, costs and cycle times in administrative processes

**Eliminate** cost inefficiencies and redundant work

**Automate** routine steps and enable staff to handle exceptions

**Gain** real-time visibility and reporting of process status as measured against KPIs and other benchmarks

**Provide** employees with self-service applications

**Allow** all participants to track and monitor the status of submissions, applications, and approvals

**Integrate** with existing agency systems

**Improve** processes through comprehensive reporting

**Complete** protection with the latest security and authentication technologies

### Challenges in Government Administration:

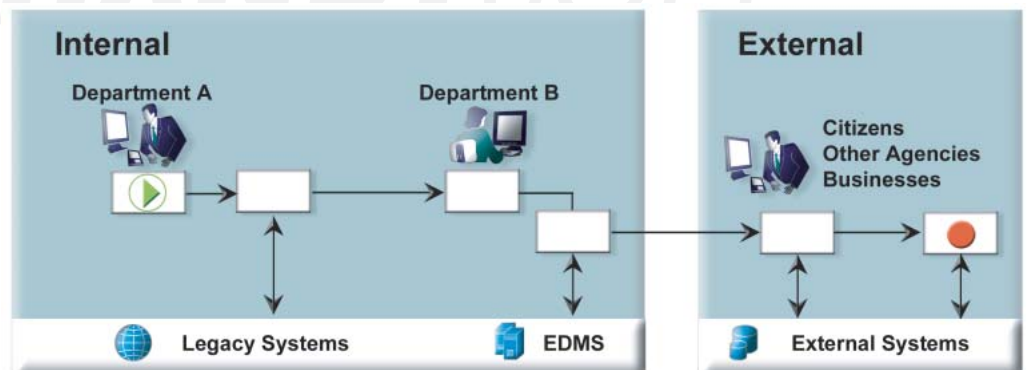
- ▶ Manual, paper-based processes are inefficient, error-prone, and difficult to track
- ▶ Managers can't get reports on administrative process status and performance
- ▶ Long cycle times and processing bottlenecks mean increased administrative costs and participant dissatisfaction
- ▶ Existing systems can't automate/track approvals and exceptions
- ▶ Existing document management systems lack sufficient workflow for process management
- ▶ There's no cost-effective way to leverage existing technology investments
- ▶ Agencies lack a common platform for extending administrative processes outside the agency
- ▶ "Islands of Automation" don't allow the sharing of information and processes among agencies and other entities.



# BizFlow automates all government administrative processes from beginning to end.

*Whatever administrative process improvements your agency faces, BizFlow Solutions for Government Administration provides the pre-built process functions necessary for efficiency gains and immediate ROI.*

BizFlow securely automates and integrates administrative processes within an agency as well as between the agency and the constituents it serves.



## Task and Document Management.

BizFlow streamlines and automates inefficient, error-prone, and time-consuming processes, including the management of correspondence, engineering documents, logistics, and other administrative tasks or document processes. BizFlow automates administrative tasks and documents, enabling streamlined exception handling and routing.

## Application, Request and Approval Management.

BizFlow improves the processes that underlie government applications, requests, and approvals, including grants, loans, travel, facilities, equipment and services, and more. BizFlow provides automated tracking, routing, and reporting of submissions and applications at all points in the process.

## Human Resources Management.

BizFlow addresses Human Resource-related needs by providing a solution that automates processes including recruitment, orientation, scheduling, account information changes, benefits administration, performance reviews, and more. BizFlow streamlines processes, reduces paper and administrative costs, empowers employees, and provides visibility into the process.

## Contact HandySoft Today

Take control of your government administrative processes today with BizFlow Solutions for Government Administration.

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