



**Questys WorkStream module streamlines your organization with electronic workflow and approval routing capability.**

**Simplifying the process of bringing tasks, employees and records together, Questys WorkStream module is your way of streamlining to greater efficiency.**

## Questys® WorkStream

Streamlining the flow of tasks...one inbox at a time. Gone are the days of copying a file, and putting it in an inbox for approval. And into the next inbox for the next task. And to the next...

Questys WorkStream provides for work to be flowed from inbox to inbox until project completion promoting responsibility, accountability, and increased productivity. It can greatly increase your business processes by maximizing the efficiency of your workforce.

### You Define It, WorkStream Creates It

The Questys WorkStream module includes a full complement of business process re-engineering, workflow process definition and workflow management capabilities. It facilitates the definition of workflow templates for different projects, initiation of projects, resource allocation, status monitoring and control. All templates are user defined, if you can define it, WorkStream can track it.

### WorkStream Streamlines Your Business Processes by:

- Speeding up day to day task flow while increasing project control.
- Maximizing resources while flexibly balancing workload for staff.
- Promoting consistency, efficiency and accountability in staff.
- Reducing project time and cost.

### Don't Let Anything Slip Through the Cracks

Questys WorkStream module provides your organization with all the tools necessary to make sure nothing slips through the cracks. At any moment, project managers can view the overall status of all projects currently underway, a task by task status of a single project, or even the workload of a specific individual. What's more, Questys WorkStream provides for full accountability in any work process. For instance, if you need to discover who approved payment of a certain invoice that is over three years old or need to find out who reviewed a contract that was executed decades ago, simply pull up the project in Questys Pro Base Server and view the workflow history, along with the actual documents.

### The Bottom Line

The Questys WorkStream Module is the tool that will help your operation become more efficient while cutting your operational costs.