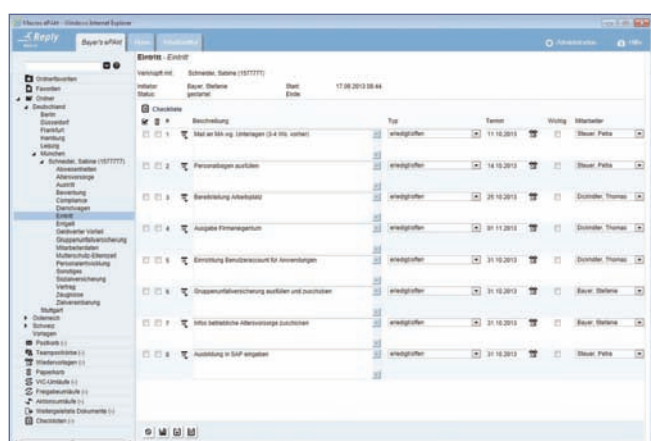# MACROS eWORKFLOW & MACROS eCHECKLIST:

SIMPLE ILLUSTRATION AND AUTOMATION OF PROCESSES

AT A GLANCE

Whether in project management, processing customer inquiries or organizing HR processes – the question is always how the coordination of tasks can best be solved in the scope of the existing system infrastructure. The answer of many manufacturers involves workflow tools that are generally too powerful for the purposes of the staff specialists. With the two products Macros eWorkflow and Macros eChecklist, Macros Reply offers deceptively simple instruments for efficient work processes. Workflows can be created, saved as a template and adapted. With Macros eChecklist you can add individual tasks to ToDo lists.

MACROS eWORKFLOW & MACROS eCHECKLIST MEAN:

- Easy creation of workflows
- Creation of checklists
- Integration of checklists in the workflow to explain individual tasks
- Save as editable templates
- Clear interface
- Integration into all Macros products and solutions
- Status control, monitoring and escalation mechanisms

Macros eChecklist can be uses to create new checklists for a variety of topics and save them as templates for further use. The user can choose from a wide collection of tools for generating these. The user can choose whether to insert checkboxes, drop-down fields or free text, which colours to use, where horizontal lines will support the flow of the text, etc.

With Macros eWorkflow, areas of responsibility, priorities and target data can be modelled within a short period of time and saved as templates. When creating the workflow, the user determines the deadline for completing a task and which type of task is to be completed. If the time is exceeded, the person who initiated the workflow will receive an escalation mail. The parties concerned receive their task either in the mailbox or have it sent additionally as e-mail. Previously created checklists can be integrated into the workflow to describe the individual tasks in more detail.

Checklists and workflows can be generated by the staff without support from IT and can be used again as templates. This means departments always have the correct instruments to support their processes, which naturally permit status control and escalation mechanisms. Macros eChecklist and Macros eWorkflow are available in all Macros products.

🗎 Checkliste	🗋 Notizen					
Projektdurchführung - *Projekt*						

Verknüpft mit:
Projektplanung

Initiator:	Klinker, Monika	Start:	18.09.2013 12:21
Status:	gestartet	Ende:	

🗎 Checkliste

#	Beschreibung	Zugeord. MA	Status	Termin	erledigt am
1	Projekt-Kickoff mit allen Beteiligten	Klinker, Monika	offen	19.09.2013	
	Dokument: Prozessanalyse				
2	Fachlicher Workshop - Fachprozess - Anforderungen	Steuer, Petra	offen	23.09.2013	
3	Technischer Workshop - Systemumgebung	Dickhöfer, Thomas	offen	19.09.2013	
	Bearbeitungsbogen: Systemumgebung				
4	Erstellung Fachkonzept	Klinker, Monika	offen	02.10.2013	
5	Abnahme Fachkonzept	Meier, Bernd	offen	25.09.2013	
6	Realisierung / Erstellung Prototyp	Klinker, Monika	offen	24.09.2013	
7	Installation auf Testsystem	Klinker, Monika	offen	20.09.2013	
8	Installation auf Produktivsystem	Klinker, Monika	offen	20.09.2013	
9	Abnahme Projekt	Meier, Bernd	offen	17.10.2013	

Illustration: Worklow with integrated checklists

As a specialist for document management systems within the Reply Group, Macros Reply uses innovative software to optimise its customers' business processes. Company-wide information and document management systems, archive solutions, process monitoring and mailbox / file systems from Macros Reply have won over numerous renowned customers.

For more information visit us at www.macrosreply.com or www.reply.com