

# Process Automation

Workflow is Neota Logic's drag-and-drop, standards-based product that implements the Process Automation pillar of the Neota Logic platform. Mapping business processes with Workflow is rapidly achieved by dragging and dropping elements such as Tasks, Gateways and Emails to manage interaction between parties and teams. Visualize Workflows and present to key stakeholders to validate key processes before publishing. Take advantage of embedded data storage to report on productivity and trends.

## Workflow

### Neota Logic's visual workflow solution





In law and business, most work is part of a process – more than one task, more than one person, more than one organization, more than one day. And we all want to know how the process is progressing.

In the fast-moving, distributed modern world, traditional manual processes are often chaotic, inefficient, unmanaged, and costly to the business.

Neota Logic Workflow enables organizations to manage tasks and complex processes that span teams, parties and time. Aligned to the Business Process Modeling Notation (BPMN) standard, Neota Logic Workflow orchestrates individual Neota Logic applications, as well as external systems, in a logic-driven, data-aware end-to-end solution.

### BENEFITS

#### Simplify and streamline legal and business processes:

-  Increase efficiency – Streamline inefficient manual processes.
-  Increase accuracy – Standardized processes and workflows are accurate and consistent, every time.
-  Increase transparency – Create visibility into every step in a process, identify bottlenecks and opportunities for improvement.
-  Delight clients – Improve service to clients, both internal and external.

### FEATURES



#### Visual construction

In Neota Workflow Designer, business users with no technical training can draw and document business processes, which are then completed and activated using Neota's No-Code tools: Canvas and Studio



#### Flexibility

Because Workflow processes are composed of applications built with the uniquely powerful Neota Logic System, they can be as simple or as complex as the business problem requires, and can adapt in real-time to changes in facts and circumstances



#### Case manager

In a grid view of process sessions, users and managers track progress, move processes along, and gather statistics on outcomes, efficiency and cycle times. Chart views of KPI's are also available



#### Conditional logic

Do task A if X, otherwise do task B. Send the next uncompleted task to Person X when Y is true. Go to task C when tasks A and B are complete



#### Reminders

If task A has not been started or completed on time, send tailored reminders to the assigned people



#### Multi-party interaction

Move work such as review and approval back and forth across parties and business units



#### Actions

Resume a process, cancel a step, query an external database, reassign a task



#### Audit history

Progress, status, and all data elements are automatically updated as the process runs