



## Workflow



# Request, Approve & Book Site Travel Online

Do you manage a complicated paper based approval chain for Travel Requests?

Workflow will reduce your administration teams' workload, automate approvals and track the status of all requests.

Workers coming to site can submit online travel requests, roster bookings and leave changes.

The request then progresses through the approval chain online. After final approval the booking will seamlessly progress into SAM.

Osmotion Workflow distributes the workload and provides an automated, available, real time management of site based requests.

### Workflow Key Features

- Fast track site travel requests
- Reduce administration workload
- Online tracking
- Email Notifications
- Seamless integration with SAM
- Standard and customised online request forms
- Automated approval chain
- Enables contractors to make their own online travel requests

Workflow is designed specifically to meet your organisation's requirements.

Osmotion will take your current request forms or documents, and tailor them to capture all the information required to step them through an approval process. After the initial document is submitted, an email is sent to the appointed approver, requesting their attention to the task.

Each step in the process is monitored and managed, with incomplete requests escalated through to completion.

Workflow adds structure to the process, to help you manage your approvals.

Workflow allows for site travel requests to be tracked throughout the approval process. The status shows you exactly where the request is in the process. Bottlenecks can be identified and escalated.

Workflow is a web-based product that will simplify your operation and remove the need for a paper-based tracking system.

Workflow is a customisable product that eliminates the need to focus on the logistics of the process, instead channelling your effort to finalising individual requests.



## Coordinate & Control with Confidence

Benefits of Workflow include:

- Manages the flow of information across processes; such as approval and tracking of forms
- Visitor access and safety tracking
- Ability to eradicate manual/paper forms
- Easy tracking of requests
- Mobilisation and demobilisation control
- Online employee self service
- Simplified workflow processes that are easy to manage
- The confidence to know your workflow is controlled
- Integration with third party ERP systems
- Customise to your needs

### Visitor Access and Safety

Workflow can be used to govern visitor access to your site, through the automated approval steps and refusal of access to unauthorised personnel.

Workflow checks that all visitors are authorised for entry and are only granted access to predetermined areas across the site.

### Integration

Workflow integrates with SAM and allows a seamless flow of information that is both instant and automated.

Workflow integrates with third party ERP and mobilisation systems to synchronise people profile information.

### Delegation

If you are away from the office you are able to delegate your approvals to another person in the same approval group. This person will be able to view and approve all the requests that are assigned to you.

### Version Control

With Workflow every document is version controlled. The approval process and authorised approvers can be set for each document and the history of transactions for each document is maintained.

### Security

A variety of security levels are available in Workflow. Included in the user's profile is their network user name. The system then utilises this network login to allow a single login to the system. Requesters can cancel requests at any stage of the approval process.

Want to know more?

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