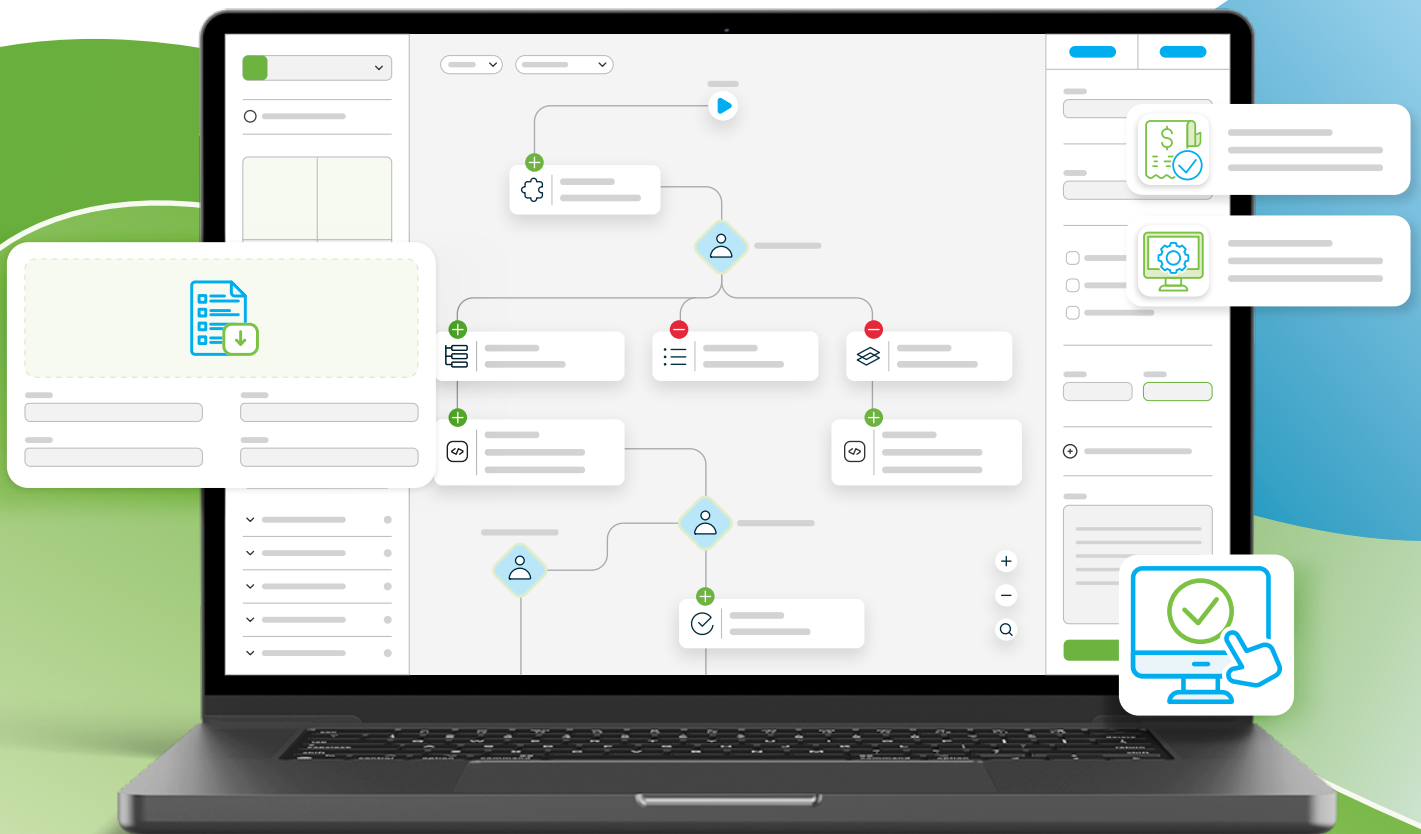




FlexWorkflow AI-Powered Business Process & Document Management Solution

FlexWorkflow is a Business Process Management (BPM) solution with integrated document management that lets you design, automate and monitor workflows, while securely storing, searching and governing every related document in one place.

Everyday manual work and approvals are turned into standardized, automated workflows – driving efficiency, compliance and auditability across the organization.



Primary Beneficiaries



Growing enterprises that have outgrown paper, Excel and email approvals



Organizations that need clear approval hierarchy and compliance trail



Companies with multiple departments, branches or locations that require standardized processes

Product Features



Low-code, easy-to-maintain

Business users can update conditions and routing in just a few clicks without rebuilding flows



Graphical Form & Flow Designer

Drag-and-drop, one-time responsive e-Form design, reusable flow logic, and conditional workflows



Company-wide approval hierarchy

Centralized, role-based approval matrix that can be shared across different processes.



Email & Mobile approvals

Approvers can approve/reject directly from email or mobile app, anytime and anywhere



Data accuracy & control

Built-in data validation, required fields, and logic checks reduce errors at source



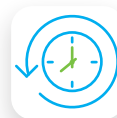
Enterprise-grade integration

SQL common tables, REST/JSON APIs, and standard FlexWorkflow APIs for system-to-system automation



Smart capture & filing

Email filing via workflow, automatically capture emails and attachments together or separately as part of the workflow record



Audit trail & logs

Every document action and workflow step is logged and exportable for reporting and compliance

FlexWorkflow AI

Your Digital Process Co-pilot

FlexWorkflow now comes with AI capabilities, bringing you smart document understanding, decision support and digital work assistants, without replacing your existing workflows.

01

AI Document Understanding & Capture

- Automatically read and classify incoming documents (invoices, requests, contracts, forms)
- Extract key data (amounts, dates, suppliers, employees) and pre-fill e-Forms to reduce manual input
- Suggest metadata and tag so content is searchable and compliance-ready from day one

02

AI-Assisted Approvals & Decisions

- Summarize long applications, attachments and histories for managers, highlighting key risks and exceptions
- Recommend approval routing or next steps based on amount, risk level or past patterns – similar to predictive triggers in leading AI workflow tools
- Flag anomalies (unusual spending, duplicate claims, missing documents) for finance, HR and compliance teams

04

AI-Powered Insights & Monitoring

- Configurable AI “agents” that can check-policies, cross-verify data in connected systems and propose actions (approve, request info, route to expert)
- Operate 24/7 across high-volume processes such as claims, vendor onboarding, and employee requests
- Act as your “always-on assistant” inside-FlexWorkflow – answering questions like “Where is this request stuck?” or “Show me all high-value approvals pending this week”

03

AI Digital Workers & Agents

- Turn workflow logs into visual insights: bottlenecks, average approval time by department, peak workload periods
- Suggest processes with the highest automation potential, helping you prioritize transformation projects

From paper forms to intelligent workflows – automate approvals, connect systems, and let AI do the manual work for you.



Typical Use Cases



Expense & travel claims



Purchase, payment and budget approvals



HR requests (leave, overtime, promotion, recruitment)



Project, sales order and contract approvals



IT & admin service requests



ESG records (utility usage, wastage, supplier evidence, etc.)

Why is FlexWorkflow Easy to Implement & Maintain?



Reusable flow logic

Common approval patterns are designed once and reused across multiple processes, so you don't rebuild from scratch.



Excel-based approval matrix

Simply update approval conditions in a Recipient Matrix Excel file and import; no need to redesign flows.



Fast time-to-value

Simple claim workflows can go live in about 2 man-days, while end-users can build form layouts in just 2-4 hours.



Built for change

As policies, approval limits or structure change, FlexWorkflow can be updated by configuration instead of coding.

About FlexWorkflow

FlexWorkflow is a member of FlexSystem Limited, which delivers high quality business software and services. These solutions enable companies, of all sizes and complexity, to drive increased efficiencies and agility across both operations and finance for all complex tasks and complex processes.



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