

A dynamic
workflow manager

ExtendedFlow, a dynamic workflow manager

ExtendedFlow is a platform solution that allows large-scale collaborative planning and decision-making for all your processes. Metadata-level views of plans and the relationships that exist between them enable the impact of plan changes to ripple instantly to other affected areas of the business. Flexible role-based levels ensure collaboration with confidence. Calendar setting, dashboards, audit trails and selective user access make it possible for safe and simultaneous planning in real time.

Our ExtendedFlow cloud planning solution enables an organization to run virtually any planning process by connecting data, people, and plans in every part of a business. Connected planning can be achieved on any scale—from a single use case within one business unit to enterprise-wide connected planning across hundreds of processes, and everything in between. Our platform is a flexible, scalable, and collaborative cloud planning system.

Advantages

- ✓ Flow description and audit ready
- ✓ Waste reduction (i.e. delay, waiting time)
- ✓ Process optimization
- ✓ Efficiency enhancing
- ✓ Agile work method adoption enhancement
- ✓ Creating awareness at employee level
- ✓ Providing new (business) insights

Possibilities

- ✓ Process redesign
- ✓ Performance monitoring
- ✓ Audit trail
- ✓ Big data
- ✓ Process planning
- ✓ Resource planning

From a static workflow state to a dynamic workflow

The first step is to create a template and define each step of the process which will be assigned to a workflow later on. This step can be used to describe the various processes, if these are not present yet (for audit purposes). If you already have your processes described, this step could be used to rethink the workflow (business process redesign) aiming on the outcome instead of output. In this way you could reduce 'waste' like waiting times, double work and go towards a more lean and agile way of working. ExtendedFlow allows to roll deadline dates which makes recurring workflows very easy to manage.

The screenshot displays the ExtendedFlow web application interface. The top navigation bar includes the 'ExtendedFlow' logo, a breadcrumb trail 'Home > Configuration > Templates > Football event organisation > V2', and user profile information for 'David Antoniusse' with a 'Settings' dropdown. Below the navigation bar, a 'Back to versions' link is on the left, and the title 'Football event organisation - V2' is centered. The main content area is divided into two panels. The left panel, titled 'Steps', contains a list of workflow steps: 'General information' (with an info icon), 'Design Invitation' (Deadline: 14, Due date: 5-6-2018), 'Choose Location' (Deadline: 7, Due date: 29-5-2018), 'Send Invitation' (Deadline: 21, Due date: 12-6-2018), 'Purchase Resources' (Deadline: 28, Due date: 19-6-2018), and 'Host event'. The right panel is for configuring the 'Design Invitation' step. It includes a 'Date selection' section with 'Start date' and 'End date' toggles, a 'Selected date' field showing '22-5-2018' with a calendar icon, and an 'Include weekends' toggle set to 'No'. Below this, the 'Title' field is filled with 'Design Invitation'. The 'Description (Optional)' field contains the text: 'Design the invitations that will have all the information about the event. Make sure that the invitations contain all the information regarding the event, and also that the participants can indicate if they will be attending or not.' The 'Step due on day' field is set to '14', and the 'Step deadline' field is set to '5-6-2018'. At the bottom right of the interface are 'Save' and 'Finalize' buttons.

Steps	
General information	
Design Invitation	Deadline: 14 Due date: 5-6-2018
Choose Location	Deadline: 7 Due date: 29-5-2018
Send Invitation	Deadline: 21 Due date: 12-6-2018
Purchase Resources	Deadline: 28 Due date: 19-6-2018
Host event	

Date selection

Start date ☐ End date ☐

Selected date

22-5-2018

Include weekends

No ☐ Yes ☐

Title

Design Invitation

Description (Optional)

Design the invitations that will have all the information about the event. Make sure that the invitations contain all the information regarding the event, and also that the participants can indicate if they will be attending or not.

Step due on day

14

Step deadline

5-6-2018

Save Finalize

User friendly and smart set up of workflows

This step allows you to set up a workflow based on a process defined in the previous (template) step. Setting up a workflow involves choosing a starting date, deadline date and assigning users to task(s) and entity/entities. A workflow can be copied and edited easily. A template can be reused and applied on similar workflows again and again whenever the workflow occurs.

The screenshot shows the 'ExtendedFlow' application interface. The top navigation bar includes 'Home', a user profile 'David Antoniusse', and 'Settings'. The main area is divided into 'Templates' and 'Worklist' tabs. The 'Worklist' tab is active, displaying a '2018' workflow. The left sidebar shows a list of templates under 'Workflows (5)', including 'Organise an event', 'Soccer event', 'Copy of Soccer event', 'test', and 'Polyconcept tax provisioning planning'. The main content area shows the details for the '2018' workflow, including a description, template version, and dates. Below this, a table titled 'Selected process entities' lists entities with columns for Name, Country, Reference, Unassigned, and Actions. The table shows one entity: 'Top entity' from 'Netherlands (NLD)'. The interface is clean and modern, with a focus on workflow management.

Name	Country	Reference	Unassigned	Actions
Top entity	Netherlands (NLD)		<input checked="" type="checkbox"/>	Open Edit

The screenshot shows the 'Edit a process' modal in the ExtendedFlow application. The modal is titled 'Edit a process' and has a close button (X) in the top right corner. It contains several input fields and a table. The 'Name' field is labeled 'Name'. The 'Description (Optional)' field is labeled 'Enter a description'. The 'Template version' field is a dropdown menu labeled 'Select a version'. The 'Include weekends' field is a checkbox. The 'Start date' and 'Deadline' fields are date pickers, both set to '22-5-2018'. The 'End date' and 'Extended deadline' fields are also date pickers, both set to '22-5-2018'. The 'Selected process entities' table has columns for Name, Country, and Reference. The table shows five entities, each with a checkbox in the first column. The 'Items per page' dropdown is set to '10'. The 'Save' button is located at the bottom right of the modal.

<input type="checkbox"/>	Name	Country	Reference
<input type="checkbox"/>	Top entity		
<input type="checkbox"/>	Top entity		
<input type="checkbox"/>	Top entity		
<input type="checkbox"/>	Top entity		
<input type="checkbox"/>	Top entity		

In control of task, scope and timing and link with other tasks and stakeholders

This section of the tool allows the task owner to report on the status of the process step for which they are responsible. The deliverables, status and deliveries of each task owned by a colleague or external party (including delay details), are made transparent to any other task owner or stakeholder in the workflow.

The task owner page also provides clear oversight on task deliverables and corresponding deadlines, allowing quick and easy understanding of urgent matters and the impact of a delay within the entire process. Any changes made to a deliverable will be flagged (through a smart mailer system) to all task owners within the workflow ensuring task owners remain in control of their task and deadline and are informed / aware of changes to the workflow. The information captured in this section of the tool also serves as a reference for future task owners / successors (i.e. a workflow audit trail / history for successors).

ExtendedFlow

Home > Top entity

Settings

[← Back to wishlist](#)
Organise an event - 2018

Top entity

- General information**
- Choose Location
Deadline: 23/05/2018
- Design Invitation
Deadline: 30/05/2018
- Send Invitation
Deadline: 06/06/2018
- Purchase Resources
Deadline: 13/06/2018
- Host event
Deadline: 15/06/2018

Top entity	Country	Status
	Netherlands	Open

Start date	End date	Deadline	Extended deadline
16/05/2018	15/06/2018	16/06/2018	22/06/2018

Choose Location

Description

Determine the location where the event will be held, while making sure that it meets all the requirements.

Assignee	Deadline	Marked as done
	23/05/2018	-

Design Invitation

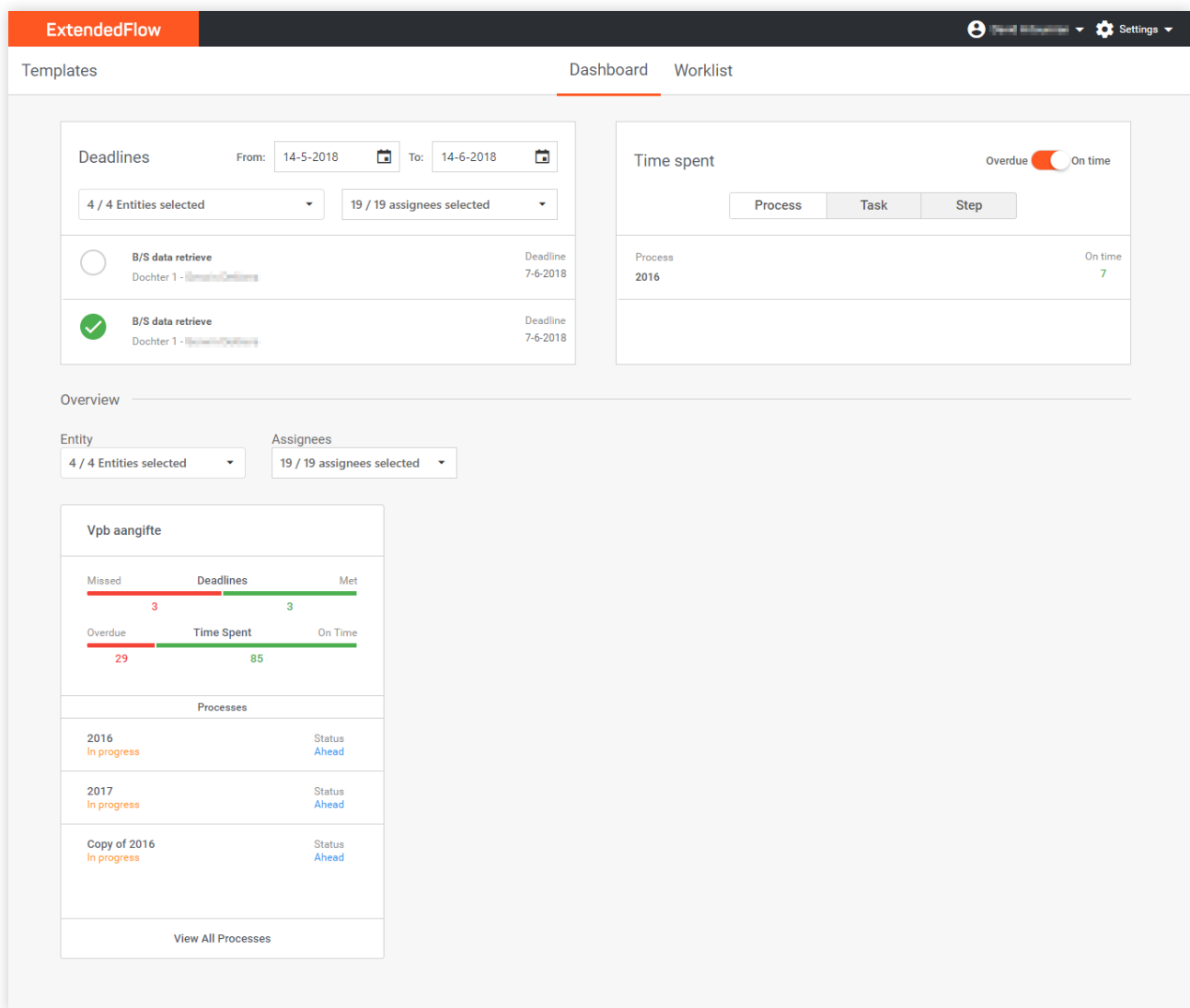
Description

Visualization of workflows

The dashboard page provides quick and easy visuals on all ongoing processes, tasks and steps for your company that are defined within the tool. There are several smart dimensional filters which can be applied to give insight about the aforementioned data on different levels. This information could be used for analysis purposes for process optimization, business process redesign, bonus/KPI for employees, etcetera. Different views are possible: entity, country, user and deadline view which can be combined with different workflow levels (process, task and step).

Some practical examples are:

- Insight in specific users that are creating delay;
- Insight if external service providers are meeting deadlines; and
- Based on the built-in audit trail it is possible to assess the quality of the deliverable of each user in the workflow.



About ExtendedFlow

ExtendedFlow is an IT services, consulting and business solutions organization that delivers real results to global business, ensuring a level of certainty no other firm can match. ExtendedFlow offers a consulting-led, integrated portfolio of IT and IT-enabled tools for departments like i.e. tax, finance, business, etcetera.

ExtendedFlow is offered both as a licensed solution as well as a hosted service. Our team consists of experienced tax and finance project managers as well as IT-engineers and has a unique perspective on automation and technology . Our deep expertise in finance, tax and IT gained through the experience of a strong team that has a career long experience in supporting technologies, combined with a rich knowhow of best practices, enables us to bring differentiated and robust solutions to the market.



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