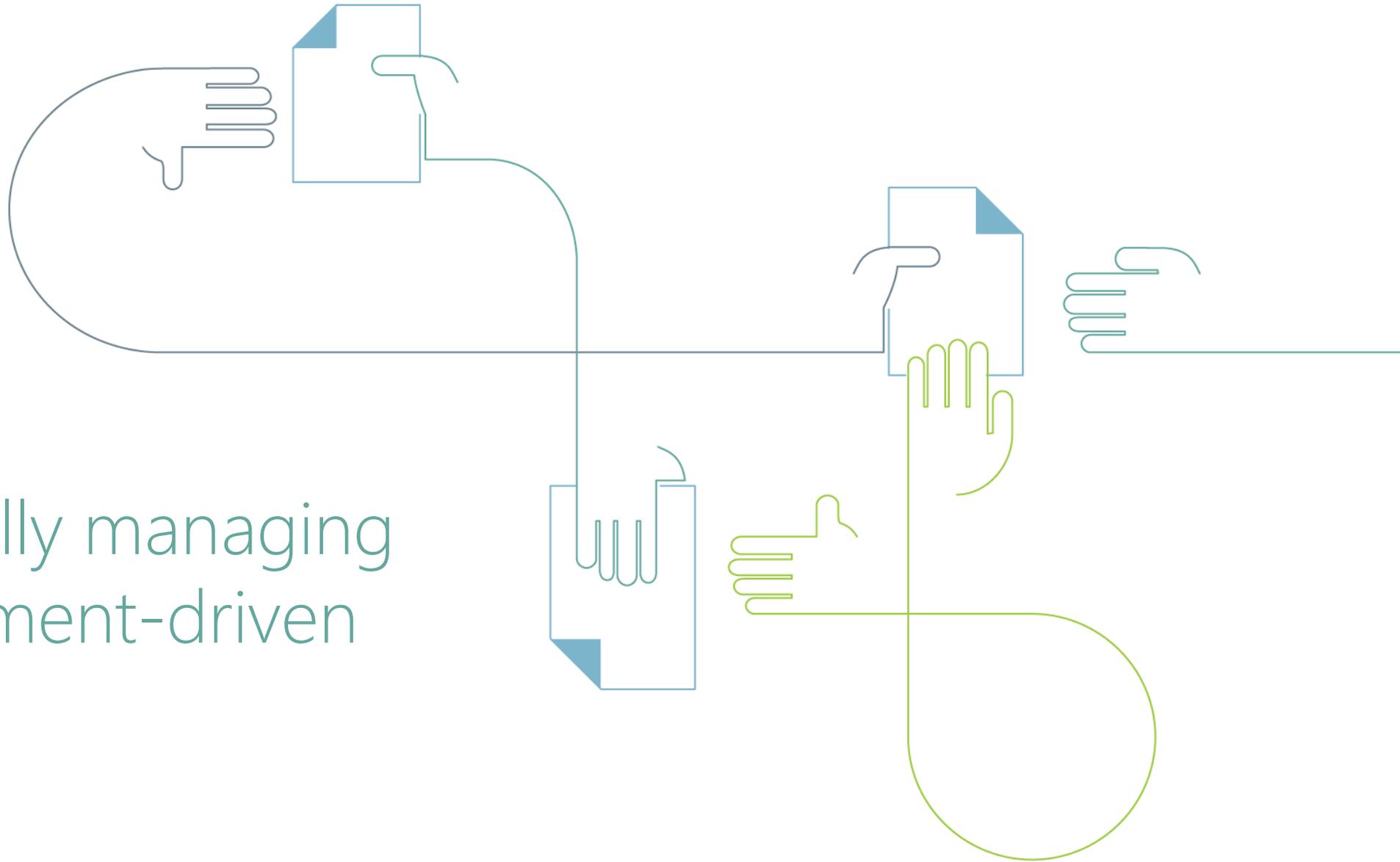


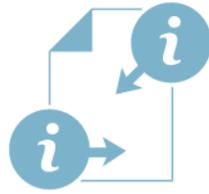
Still manually managing
your document-driven
processes?



Does your business manually manage...



Getting **documents approved** by many people?



Collecting data from many people to create **customer/ supplier profiles**?



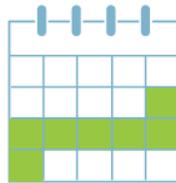
Submitting **expense claims**?



Getting **purchase requisitions** to buy new equipment?



Hiring new staff, or processing employees who have left?



Applications for leave?



Supplying **sales quotes** to prospective clients?



Or any process for submitting or requesting information...

Do you struggle with the typical challenges of manually managed processes?



Performing repetitive tasks with email or paper



Difficulty tracking requests



No record of the flow of vital documents



Needing to constantly remind colleagues to get back to you



Inconsistent approaches to completing the same business function



No clear history of actions taken on requests and authorisations



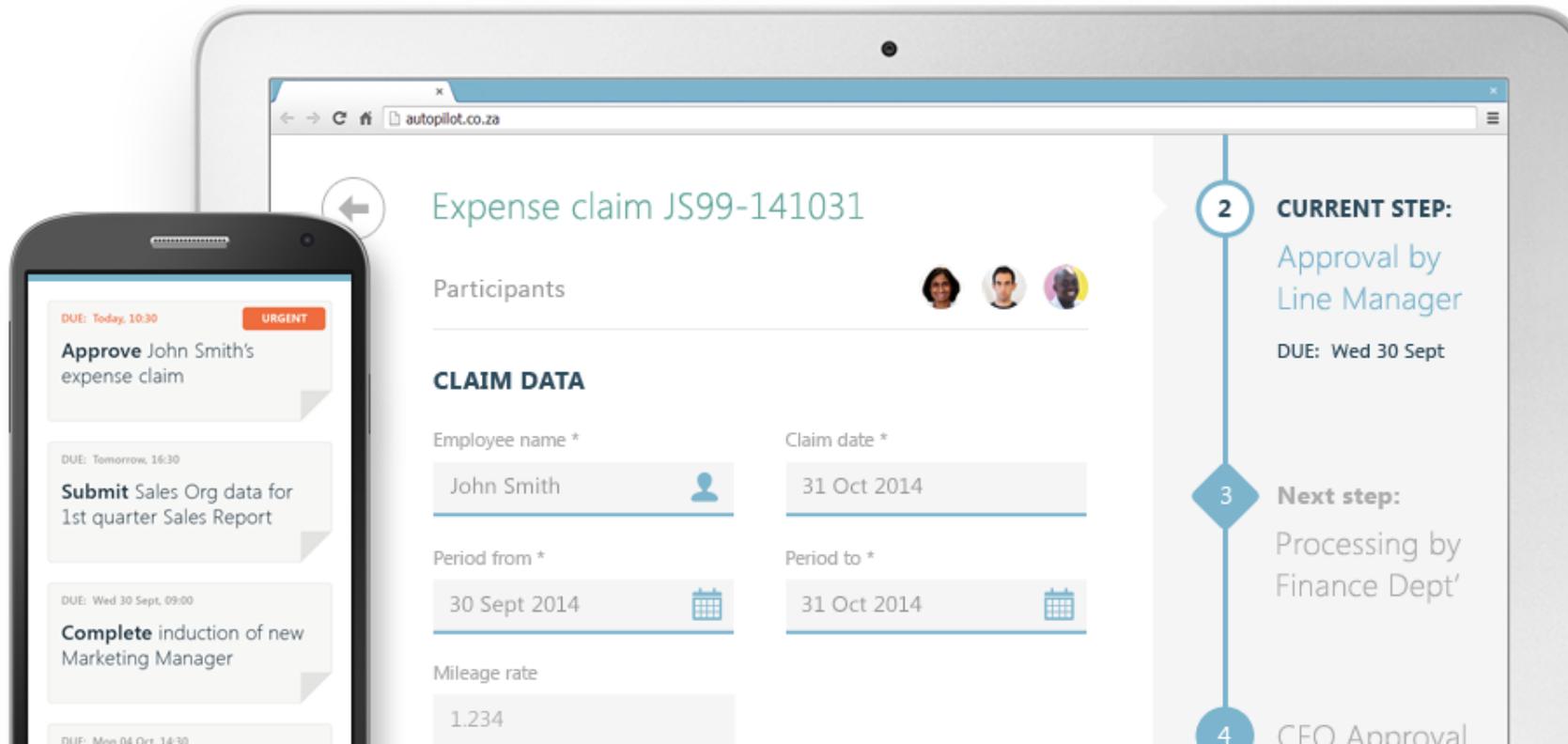
Losing documents



Needing to be in the office to ensure that your business runs smoothly

Introducing Autopilot

Autopilot is a web-based app that empowers you to automate your document-driven processes, ensuring that the right things happen at the right time, so you know everything's on course.



Built to unite the data, the documentation, the discussion and the decision.

No more hunting for files via Recent Documents, piecing together what was discussed from your inbox and trawling through shared folders for supporting policies or assets. Everything related to a request is recorded and referenced in one place.



WHAT
TO KNOW



WHERE
IT'S GOING

Sales Order for MegaCorp, MC0
SO 099 20140531

FORM Flow Activity log

Section 1

Customer * Order number *

MegaCorp Internatio... 001

Ship to *

1st floor, The Palace, SW1A 1AA, London, Unite

Shipping method

specify

99

Bartholomew Benjamin
5 minutes ago
Done. I have given John (@MegaCorp) access to all their orders in Autopilot.

Samantha van der West...
08 Oct, 14:02
Thanks Ben, I'll ask Bartholomew if we can invite them into the process so they can self-assess...

ME
30 Sept, 10:30
Sam, I just spoke to the customer via phone, they mentioned updating the order to include...



WHAT'S
BEEN SAID



WHO DID
WHAT AND
WHEN

Make work flow - anytime, anywhere.



MOBILE-OPTIMISED

Autopilot adapts to work perfectly across your internet-connected mobile devices, so you can analyse and act on your business wherever you are. And with your devices' notifications and alerts you'll know when something needs your attention even if you're not looking at **Autopilot**.



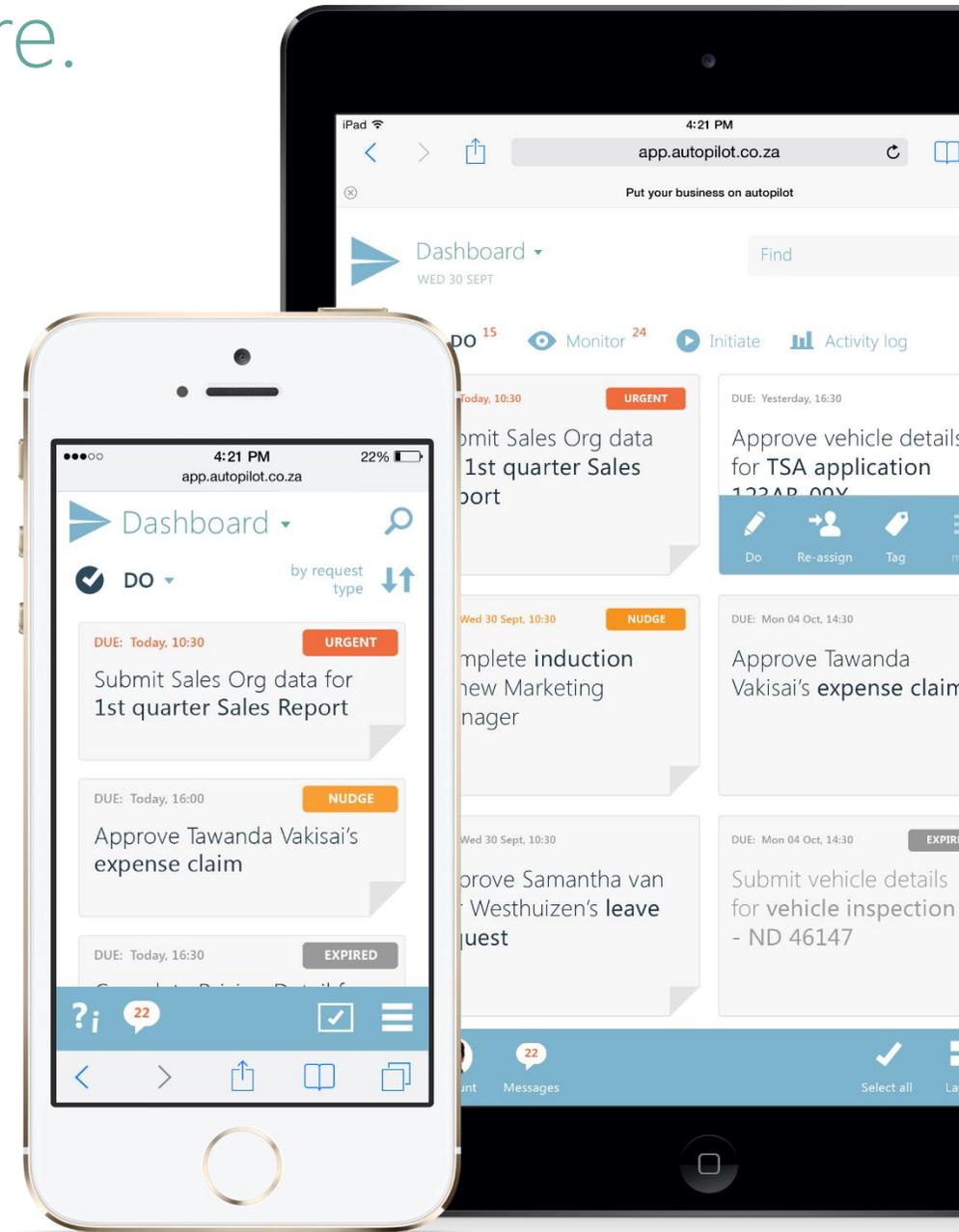
CLOUD-BASED

No more expensive on-site software, custom hardware requirements or costly user licenses. No hassling with software maintenance and upgrades. No need to be on the office network to access data. Features, storage and support that can instantly scale up or down according to your business needs.



SECURE

Autopilot follows best practices in all areas of application security. Secure Socket Layer (SSL) technology encrypts the transmission of your data to our servers and we host in SAS 70 audited data centers. Automatic data backups.



Simple, powerful and great to use.

Autopilot has been uniquely developed to makes Business Process Management accessible to more types and sizes of business, less complicated to setup and more straightforward to run.



BUILD FORMS AND FLOWS

Build digital forms to centralise data and collaboration



RUN RELIABLY

Create workflows and get consistent sequences of action



KNOW WHAT'S HAPPENING...

Monitor progress and performance of all activities in one location



..ANYTIME, ANYWHERE

Access and act on your business activities wherever you are.

Autopilot helps you improve...



CONTROL

Get insight into the efficiency and effectiveness of your processes.

[Autopilot](#) lets you see at a glance what's happening and who's doing it. Plus, reports let you analyse performance and identify areas to optimise.



COMMUNICATION

Streamline and unite communication and collaboration around processes.

[Autopilot](#) puts task information with comments and queries in one place. Plus, integrate with email so participants keep informed even when they're not in [Autopilot](#).



CONSISTENCY

Get less variable input, and more reliable output.

[Autopilot](#) ensures uniform information input and adherence to required steps, meaning reduced manual error and inconsistencies.



CONTINUITY

Establish clear approval hierarchies, and know that things follow procedure without manual enforcement.

Plus, [Autopilot](#) enables task re-assignment, with task history and commentary letting new participants get up to speed quickly.



COMPLETION

Enforce accountability. Participants are kept informed of what needs to be done, who needs to do it and when it needs to be done by.

Status alerts and escalation don't let things slip, and audit keeps record of all actions; who did what and when.



COSTS

Reduce risks, reduce errors, reduce re-doing, reduce paper, and reduce time chasing after.

Plus, [Autopilot](#) has pricing plans to grow with your business. No extra hardware. No expensive licenses. **No contracts.**

The screenshot displays a dashboard interface with the following elements:

- Header:** "Dashboard" with the date "WED 30 SEPT" and a search bar labeled "Find".
- Navigation:** Buttons for "DO" (15), "Monitor" (24), "Initiate", and "Activity log".
- Task Cards:**
 - URGENT:** "Submit Sales Org data for 1st quarter Sales Report" (DUE: Today, 10:30).
 - NUDGE:** "Complete induction of new Marketing Manager" (DUE: Tomorrow, 16:30).
 - Expired:** "Approve Samantha van der Westhuizen's leave request" (DUE: Wed 30 Sept, 10:30).
 - Expired:** "Complete Pricing Detail for Tender 0105 - DoW" (DUE: Mon 04 Oct, 14:30).
 - Expired:** "Submit vehicle details for vehicle inspection - ND 46147" (DUE: Yesterday, 16:30).
 - Active:** "Approve Tawanda Vakisai's expense claim" (DUE: Wed 30 Sept, 10:30).
- Right Panel:** "PROCESS TYPES" section with a list: "Document approvals (999)", "Expense claims (9)", and "Purchase requisitions (0)". Below are filters for "Status", "Date assigned", and "Date due".
- Footer:** A blue bar containing a help icon, a user profile, a notification count of 22, and various utility icons.

INSTRUCTED & INFORMED

Act with clarity and confidence and take charge of responsibilities

New expense claim for Bartholomew Benjamin
NOL 001 20140531

CLAIM DETAILS

Employee *
Bartholomew Benjamin

Role *
Customer Engagement Manager

Date *
30 September 2014

Field label *

Field label *

Participants

Documents

URGENT

Step 4 Discussion Attachments

Bartholomew Benjamin
30 Sept, 10:30
Done. I have given John (@MegaCorp) access to all their orders in Autopilot.

Samantha van der West...
5 minutes ago
Thanks Ben, I'll ask Bartholomew if we can invite them into the process so they can self-assess...

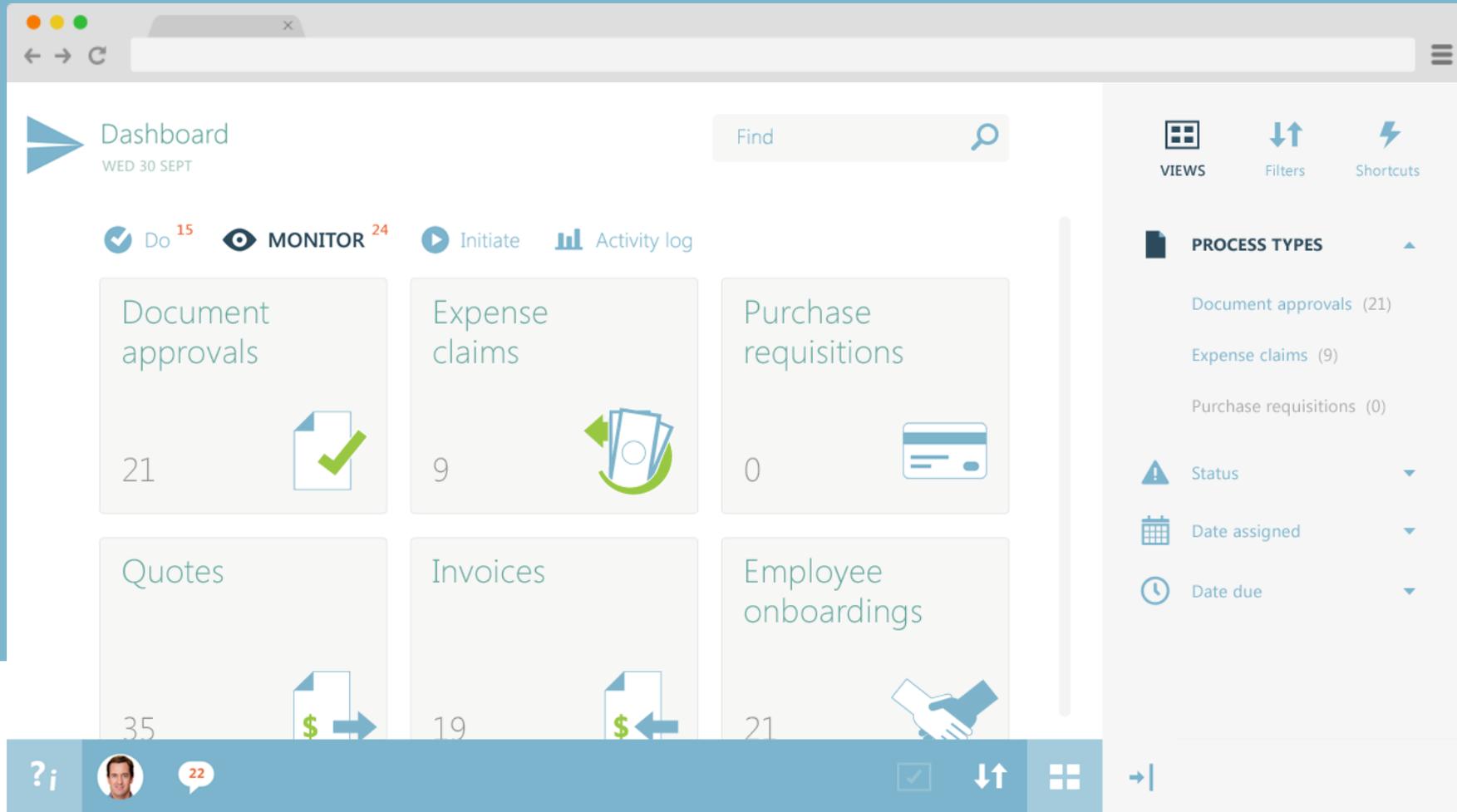
ME
08 Oct, 14:02
Sam, I just spoke to the customer via phone, they mentioned updating the order to include...

Bartholomew Benjamin

?i ✓ Approve ✗ Decline ↺ Request correction ↻ Re-assign ➡ ☰ ➡ | Comment or query

CAPTURE & COLLABORATE

Bring data contribution & communication together



KNOW WHAT'S HAPPENING...

Monitor progress and performance of all activities in one location

Travel request for Samantha van der Westhuizen
LVE 001 20140531

URGENT

Step 4 Discussion 99 Attachments

1	Request submitted by Initiator	SAMANTHA VAN DER WESTHUIZEN 30 September 2014, 11:58	Submitted
2	Approval by Line Manager	BARTHOLOMEW BENJAMIN 01 October 2014, 15:15	Approved
3	Booking by Travel Agent	5 DAYS to SUBMIT by NOT YET ASSIGNED	Not required
4	Confirmation by Initiator	2 DAYS to APPROVE by SAMANTHA VAN DER WESTHUIZEN	In progress
5	Client invoicing by Finance Officer	16 HOURS to SUBMIT by FINANCE OFFICER	Outstanding
6	This is the title of the step	TIME to ACTION by NAME OR ROLE	Outstanding

Complete the following for this step:

- [Sales Organisation data](#)
- [Sales department contact details](#)
- [Assign Procurement Manager](#)

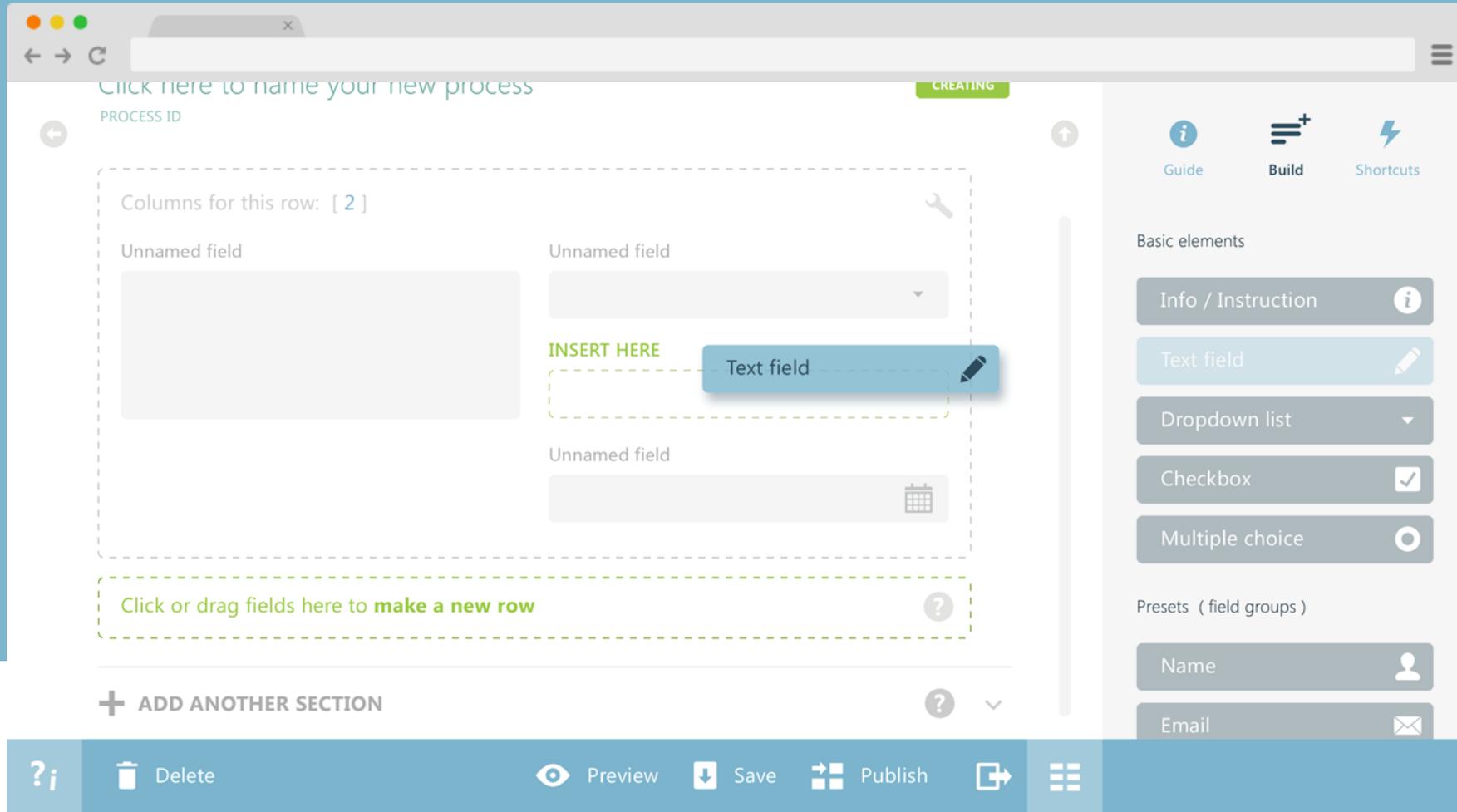
DUE: Wednesday, 09:30 **URGENT**
30 Sept 2014

Sent to you 28 Sept 2014
by [Bartholomew Benjamin](#)

?i [Menu] →| Comment or query

RUN RELIABLY

Create workflows and get consistent sequences of action



BUILD DIGITAL FORMS & FLOWS

Simply drag & drop in the visual designer – no programming required.

Preparing your business for takeoff

Our engagement process conducts thorough pre-flight checks to help your business run on Autopilot.



TESTFLIGHT (DEMO)

We demo Autopilot and discuss your process automation needs.



FLIGHTPLAN (CONSULT)

Our Copilots work with you to get your processes running on Autopilot quickly and effectively.



SYSTEMS CHECK (CONNECT)

If required, we assist in integrating Autopilot with your current Line-Of-Business systems.



TAKEOFF (LICENCE)

Finalise the payment plan that fits your needs as a business, and you're licensed to fly!