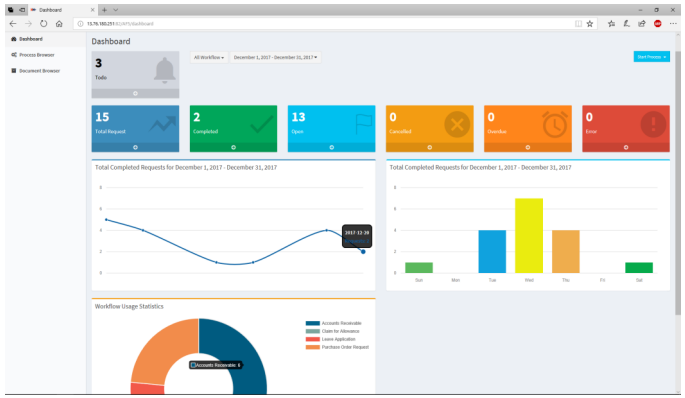
BUSINESS WORKFLOWS ON AUTO-PILOT

Activity Factory is a workflow automation tool designed to automate the execution of business processes. These processes may be loan approvals, AR, AP, document approvals, incident management, etc.

ACTIVITY FACTORY

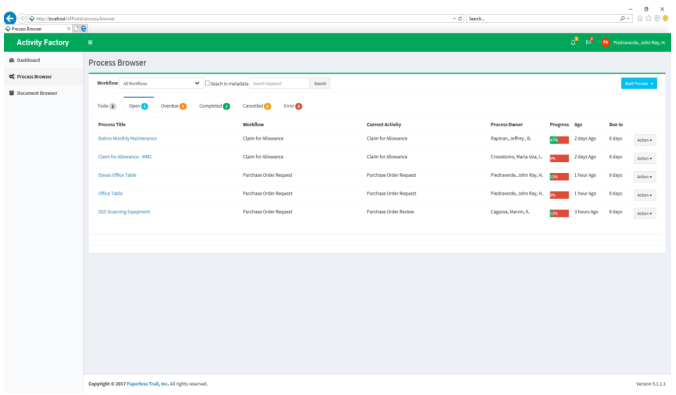


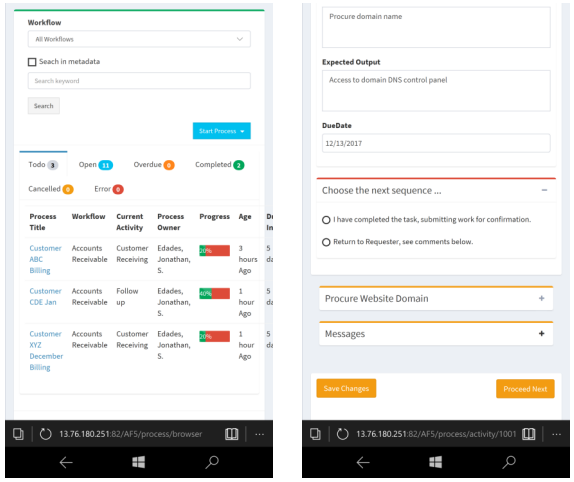
Free Up Management Time

Automate the execution of repetitive tasks, reminders, follow ups and status reporting. Activity Factory does the work for managers to free up time for analysis and improvement.

Track Progress Now!

Find out open and delayed tasks in an instant. No need to call or send out emails. Task accountabilities are clear.





Desktop to Mobile

Create or approve transactions from the desktop or on the phone.

KEY FEATURES AND BENEFITS

- Less stress! More management.
- Less follow up emails and calls.
- Highly adaptable no need to replace existing accounting systems.
- Tracking capability—know the status of any task or process in an instant.
- Ability to attach files and publish them directly to the DMS (Archive One). No more lost files.
- Mobility - access work from mobile phones.
- One-time passwords secure all log-ins.
- Built for the cloud. Access Activity Factory from anywhere in the world. May be hosted in a public cloud or a private server.
- Pre-built workflows to get the automation up and running fast.
    - AR/AP, Requisition, Procurement
    - HR On-Boarding, PIPs, Leaves and approvals
    - ISO NCR/CPAR Processes, Document Authoring
    - Regulatory Compliance Workflows

SYSTEM REQUIREMENTS

Database Server

- Quad Core Processor
- 16 GB ECC RAM
- Mirrored SAS Drives (Recommended)
- 250 GB Storage Size
- .NET Framework 4.5 and up
- IIS 7.0 Server
- Microsoft SQL Server 2012 STD 64
- Windows Server 2012 STD 64

Cloud Infrastructure

- Microsoft Azure
- Microsoft Azure SQL

Microsoft Azure Microsoft SQL Azure

CONTACT

geeksinservice@paperlesstrail.net

www.activityfactory.biz

+632.893.5983 | +632.893.5951

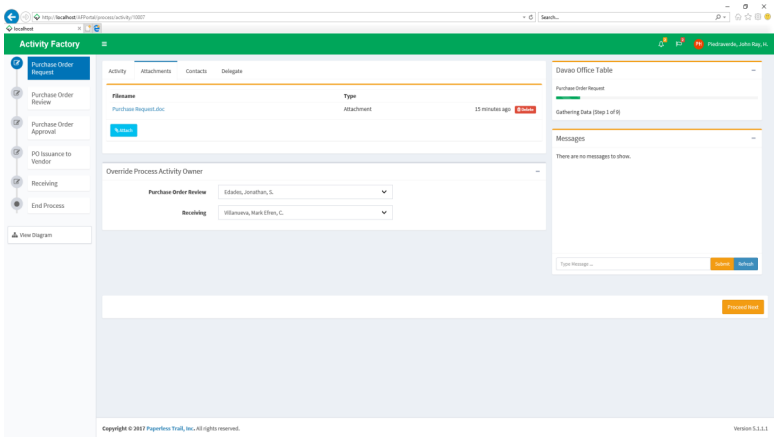
A product of:

PAPERLESS TRAIL INC.
People . Technology . Innovation

Files In One Place

All transaction related files are attached to the work flow.

Great for AR/AP workflows.



Checklist Items Loan Requirements

Item Name	Type	Optional	
Two (2) valid government-issued photo-bearing IDs	Attachment	No	Action
Filipino Citizen	ReferenceNo	No	Action
Latest BIR Form 2316 or ITR	Attachment	No	Action
Must be 21 years old and above to apply and not more than 60 years old upon loan maturity	Flag	No	Action
Three (3) months original pay slips	Attachment	No	Action

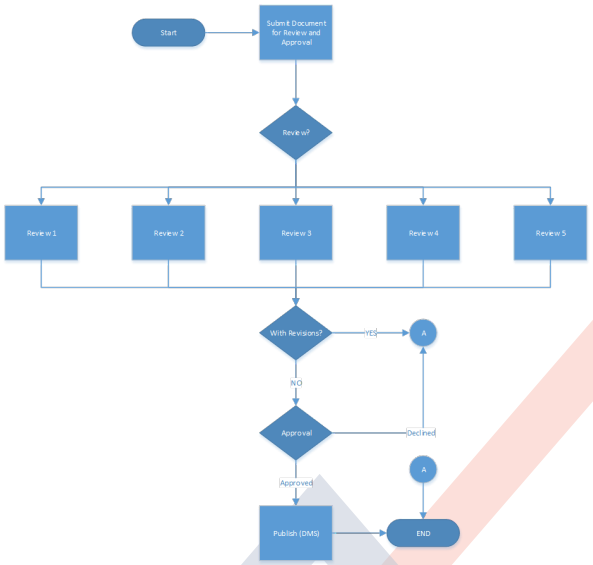
Use Checklists

Use checklists to ensure completeness of support documents.

Files can be published directly to Archive One (Document Management System)

Powerful Routing Engine

Caters to complex processes: role based rights, groups and various routing options – split, merge, loop



Simple and Flexible

Activity Factory empowers users to design, develop and configure workflows without the need for complex coding.