



Secure solution for an automated document approval process

Activity Factory is a workflow automation software designed to help organizations spend less time on tedious manual process by automating the execution of business processes and eliminating paper forms, manual routing and approvals.

How Activity Factory Can Help You

- Create an unlimited number of automated workflows and digital forms without the need for IT.
- Automated submission, routing and review of documents allow for a much faster approval for digital forms and documents.
- Centralized task lists is shown on the process browser to consolidate task management and identify bottlenecks.
- Drastically reduce paperwork and cut costs by not having to print, copy, and physically store documents.
- Prevent document falsification by securely signing documents with digital signatures.
- Eliminate unnecessary process delays with email notifications.
- Create or approve transactions from your desktop or mobile phone.
- Better communication and enhanced collaboration within and across departments.

Key Features

Unlimited Workflows



With Activity Factory, organizations can design, develop, and configure unlimited workflows without the need for complex coding.

Smart Forms



Create multiple forms within a workflow to capture every information that you need and instantly route form responses to the appropriate places.

Progress Indicators



Activity Factory displays the status of each process. Open and overdue tasks can be determined in an instant.

Notifications



Activity Factory sends out email notifications when work is in progress, when it is assigned, and when it is delayed. Besides email notifications, text alerts are available as an add-on.

Centralized Repository for Attachments



Users can attach multiple files in every workflow—keeping the processes fully digitized and streamlined.

Document Checklists



Checklists are used to ensure that all required documentation in a workflow is complete.

Process Messaging



Activity Factory allows messaging within a workflow to keep communications auditable and isolated in one place.

E-Signatures



Integrate e-signatures in your approval workflows and sign documents wherever you are.

Activity Factory Feature Highlights

Activity Factory constantly brings new features to ensure that you can manage your work better and achieve your desired business outcome.

Electronic Signature

Integrate e-signatures in your approval workflows and sign documents wherever you are.

QR Code Sharing

Share the status of a workflow by sending a QR Code to the email of the intended recipient.

Document Authentication

Verify if a file has been a part of a workflow.

Unlimited Workflows

Design and configure unlimited workflows without the need for complex coding.

Smart Forms

Capture every information that you need and instantly route form responses to the appropriate places.

Progress Tracker

The process browser highlights the current status of tasks—determine whether a task is open, overdue, or canceled.

Document Checklists

Checklists are used to ensure that all required documentation in a workflow is complete.

Process Attachments

Consolidate necessary information in a single correspondence by attaching the supporting documents in the workflow.

Process Messaging

Messages can be sent within a workflow to keep communications auditable and isolated in one place.

Document Repository

Work related files are stored in a single repository—enabling document retention and retrieval.

Automated To-Do Lists

Activity Factory creates a 'to-do' list for users—this enables users to view and accomplish their pending tasks right away.

Remote Access

Access and accomplish your tasks that are part of a workflow from anywhere with an internet connection.

Email Notifications

Activity Factory sends out notifications when work is progressing, when it's assigned, and when it's delayed.

Overdue Outlook Invites

To ensure that all delays are resolved, Outlook calendar invites for delayed tasks are automatically sent to process and task owners.

Integration

Boost your productivity with Outlook, Office 365, and custom integrations.