

SOLUBIX



cflow Workflow Automation Platform

Faster processes, clearer decisions, all within a single platform.

What is Cflow?

Cflow is a workflow automation and BPM platform that enables organizations to centralize business processes such as internal requests, approvals, purchasing, expenses, HR, IT, and more, all within a web-based environment.

Instead of managing each workflow through email or isolated forms, Cflow:

- Brings **all requests and documents** together in one system.
- Defines **clear approval paths**, with assigned owners and timelines.
- Provides **visibility and metrics** to improve productivity.

Key Benefits

- **Less rework and fewer manual errors.**
- **Faster, traceable approvals.**
- **Lower risk of information loss.**
- **Better compliance with internal policies and SLAs.**

By Department



Purchasing

- **Purchase Requests:** Automated purchasing approvals
- **RFQs:** Consolidated requests to suppliers
- **Purchase Orders (PO):** Orders with approved suppliers
- **Goods Receipt:** Automated delivery validation
- **Accounts Payable:** Payments with automatic reconciliation
- **Invoice Payments:** Payment workflows based on deliveries



Finance

- **Budgets:** Approvals using real-time data
- **Accounts Payable:** Automated billing and payments
- **Approvals:** Agile investment decisions
- **Expense Management:** Control of petty cash expenses
- **Financial Close:** Faster, more accurate closing processes



Sales & Marketing

- **Lead Generation:** Intelligent lead capture
- **Behavior Analytics:** Messages based on actual interests
- **Campaign Management:** Centralized and controlled campaigns
- **Lead Scoring:** Automated qualification and follow-up
- **Content Approval:** Agile, consistent publishing



HR & Administration

- **Recruitment:** Automated hiring and onboarding
- **Talent Management:** Data-driven, real-time decisions
- **Vacation & Attendance:** Streamlined management of leave and working hours
- **HRIS:** Centralized digital employee records
- **Payroll:** Fast and efficient payroll processes
- **Regulatory Compliance:** Automated policies and regulatory processes

Workflow Automation Overview

Example: Purchase Requests in a Company

Imagine that the process of requesting a purchase in your company works like this:

An employee identifies a need for a product or service, fills out a form in Excel, completes it, and sends it by email to their supervisor for approval. The supervisor reviews it when possible and, if approved, forwards it to the purchasing department. Then, the purchasing team validates the information, reviews budgets, requests quotations, and eventually issues a purchase order.

This process “works”... as long as:

- The employee knows where the correct form is and does not use an outdated version.
- All required information is completed correctly.
- The email reaches the right supervisor and does not get lost or overlooked.
- The supervisor reviews and approves the email among dozens of other messages.
- Purchasing receives the request and has all the necessary information to proceed.

Otherwise, the chain breaks. The process comes to a halt, and phone calls, messages, and forwarded emails begin in an effort to correct errors or obtain missing information. The result is usually the same: **long processing times, limited traceability, confusion, rework, and internal frustration.**



Reduce Manual Work in Your Processes

Most internal processes depend heavily on people remembering what to do, entering the correct information, deciding who to send it to, following up, approving, forwarding, archiving, and so on. Each of these steps creates opportunities for errors or delays.

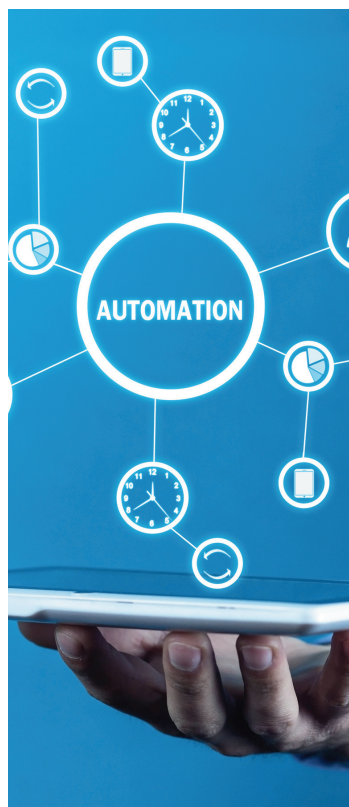
Workflow automation systems are designed to eliminate unnecessary complexity and reduce human involvement to what is truly essential: reviewing information, making a decision, validating data, or simply selecting “Yes” or “No.”

How would this same purchase request process work?

- The employee submits a single, always up-to-date digital form.
- They complete only the relevant information; the system automatically validates amounts, cost centers, categories, and other data.
- The workflow automatically routes the request to the correct approver, without the user having to know who that person is.
- If the approver is on vacation, the system automatically routes the request according to predefined rules.
- Upon approval, Purchasing receives complete and accurate information.

The user only needs to intervene when their decision or judgment is actually required.

Everything else—validations, routing, records, follow-up, notifications, documents, budget controls—is executed in seconds with no human intervention.

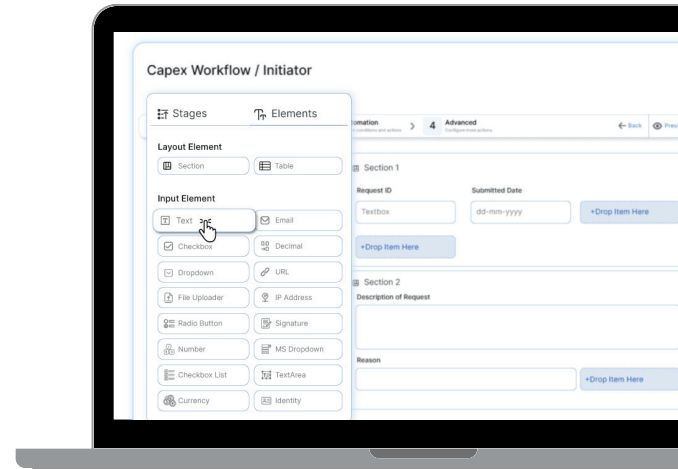


Forms & Information Capture

Cflow includes an advanced form builder for capturing information from employees, customers, and suppliers in one centralized location.

With Cflow, you can:

- **Customize forms** with different layouts and topics based on the type of process (human resources, marketing, purchasing, finance, etc.).
- **Create forms for:**
 - Employee requests
 - Marketing and event forms
 - Invoices and purchase orders
 - Vacation requests
 - Surveys and registration forms



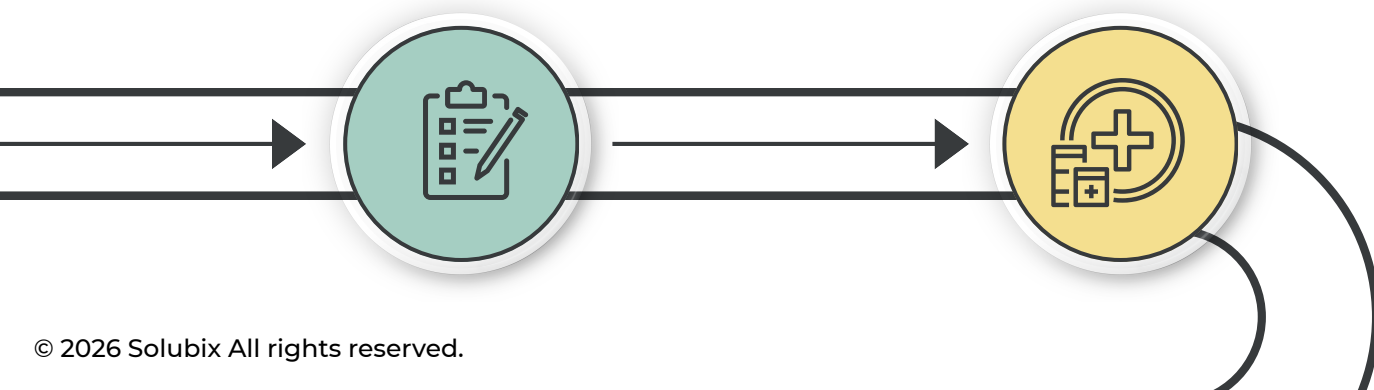
Share Forms Effortlessly

- **Easy Sharing:** Publish forms on your website or intranet, or share the link via email or messaging apps.
- **Public Forms:** Allow external users (customers, suppliers, etc.) to complete forms without accessing the portal.
- **Anywhere, Anytime:** Users can complete forms from a browser, tablet, or mobile device (Android/iOS) and approve requests directly from their devices.

Routing, Rules & Notifications

Cflow provides a robust set of capabilities to control how tasks move throughout your organization:

- **Routing & Notifications:** Flexible options to route tasks to the right person and notify them at the appropriate time.
- **Link Multiple Processes:** Connect processes across teams (for example: purchase request → purchase order → payment), creating end-to-end solutions.
- **SLAs and Escalations:** Define response times and escalation rules to help ensure tasks do not remain pending.



Auto Approvals – Automate Repetitive Decisions

Not every task requires manual review. Cflow allows you to configure Auto Approvals so that certain requests are approved automatically when they meet predefined criteria.

Benefits:

- Frees up approvers' time by automating low-risk decisions.
- Keeps routine processes moving even when responsible team members are out of the office.

Email & Notifications – Make Decisions from Your Inbox

Cflow includes an advanced notification system:

- Instant **email notifications**.
- Fully customizable content with dynamic fields (workflow data), text styles, and colors.
- Ability to combine **email and SMS** for broader reach.
- Dynamically attach documents, such as PDFs generated by the workflow.
- **Approve or reject directly from the email**, without having to log in to the portal.



Vacations & Delegation – Keep Work Moving

When someone is on vacation or out of the office, Cflow helps prevent processes from getting stuck:

- An integrated system automatically redirects tasks to the designated person while the user is away.
- Managers can manually delegate tasks to other team members depending on the type of work or process stage.
- Flexibility to create different delegation rules based on dates, processes, or business units.

BPM Reports & Analytics – Visibility for Better Decision-Making

Cflow includes **BPM reports** that allow you to monitor the performance of your processes:

- Information from each workflow is readily available for quick review and informed decision-making.
- Metrics on **cycle times, productivity, and task completion**.
- Dashboards and reports that help identify bottlenecks, areas with higher workloads, and opportunities for improvement.

Security & Compliance

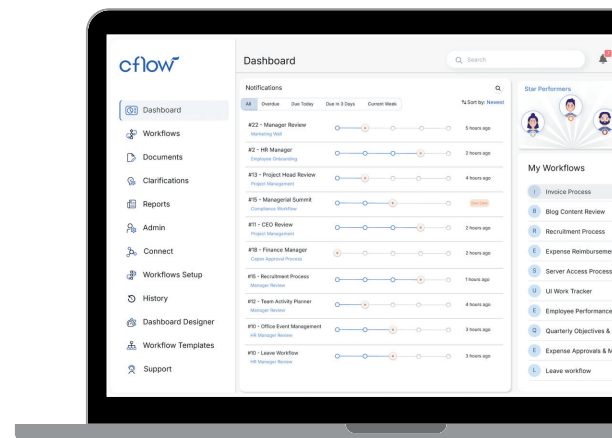
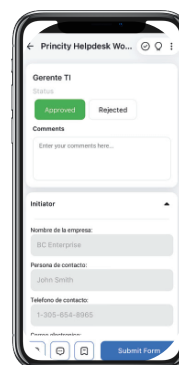
- Secure Data:** Cflow protects sensitive information through encryption and security best practices.
- Supports scenarios requiring full **traceability and audit trails**, showing who performed each action and when.

Acceso desde Web y Dispositivos Móviles

With Cflow, your team can manage processes from virtually anywhere. The platform is designed to provide a consistent experience both in a web browser and on mobile devices, allowing tasks to keep moving regardless of where users are located.

- Access from any browser:** Users can create requests, review information, approve tasks, or check process status directly from their computer without installing additional software.
- Mobile app for iOS and Android:** The mobile app allows users to receive notifications, approve or reject requests, upload documents, and track tasks in real time.
- Work remotely without interruptions:** Whether in the office, in the field, or working from home, users can keep processes moving with full security and visibility.
- Optimized experience:** The interface adapts to different screen sizes, ensuring forms, action buttons, and approval paths are clearly displayed on any device.

The result is a more agile, connected operation with fewer delays, where each responsible person can make timely decisions from wherever they are.



Cflow Helps You:

1

Centralize all requests and forms in one place, eliminating lost versions, scattered emails, and internal confusion.

2

Speed up and organize approvals with configurable rules, routing, auto-approvals, and intelligent escalations.

3

Keep processes moving, even when approvers or responsible users are out of the office or on vacation.

4

Eliminate manual steps and rework, reducing human error and ensuring consistency across every request.

5

Automate repetitive decisions, freeing up time for more strategic tasks.

6

Increase operational visibility with indicators and dashboards that show cycle times, bottlenecks, and performance.

7

Strengthen compliance and traceability by recording every action, approval, and document within the workflow.

8

Connect teams and departments by linking processes across different areas so information flows seamlessly.

9

Ensure operational continuity, even as your organization grows, changes, or increases its workload.

10

Make data-driven decisions, driving continuous improvements in productivity and efficiency.

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