



Metaphor? It's how you work...

PowerFlow is designed soup-to-nuts around how you already do your paperwork...

PowerFlow is simple to configure, deploy, and use because the design incorporates and digitizes traditional office paper flow.

The customized indexing capabilities and “user-friendly” screen layout of the PowerFlow software minimizes user training requirements, eliminates confusion, and allows PowerFlow to be seamlessly integrated into any business process environment.

The PowerFlow work metaphor is simple by design.

PowerFlow incorporates a secure software vault that contains virtual file cabinets. The cabinets store and index digital folders that organize and hold an *unlimited* number of documents and items.

PowerFlow vaults, cabinets, and folders are structured and customized to *your* specific business processes and terminology.



Vaults: A *vault* is the highest level of the PowerFlow metaphor. The vault replaces the physical space occupied by file cabinets, file boxes, and paper storage containers with secure digital “square footage”. Think of the PowerFlow vault as a safe, secure, cost-effective storage place that contains virtual file cabinets.

Cabinets: *Cabinets* are the virtual storage locations for information. A cabinet represents the collection of three PowerFlow components—folder, document, and item—and provides the indexing information necessary to locate your documents.

Folders: A *folder* is the highest level of indexed and searchable information represented by a database table. Folders maintain user-definable lists of end-user index fields based on business and workflow needs—searchable fields allow for quick location of any folder by keyword or combination of index keys. A folder can contain an unlimited number of documents and items.

Documents: A *document* represents the detail of a folder in a one-to-many folder-to-document relationship. Each document may consist of one or more items.

Items: An *item* is the lowest level data in the PowerFlow metaphor. Each item is represented by a single graphic or other digital file format, including PDF, Word, Excel, JPG, BMP, TIFF, or any Windows file type.