

## *What is Business Process Management (BPM)?*

You've probably heard of it. It's unlikely, though, that anyone has approached you about it. Why? Right now, primarily only very large companies are implementing BPM because other software vendors are only targeting them. We think small and medium sized companies could benefit from the same ideas and best practices.

Remember the last time your boss had a bunch of questions about a project and you had to track down several people and multiple documents to get the answers? Well,

simply put, BPM reduces the amount of effort it would take you to do that. No more tracking things down, you could simply run a report.

Our belief is that by properly using technology, you can dramatically improve many of your core business processes - eliminating errors while increasing the volume of projects you can manage. And it can be done inexpensively, without having to add new personnel, or having to adapt to complex and invasive software.

BPM could be the key to

your business staying competitive in difficult economic times.

WHEN YOU CAN'T AFFORD TO HIRE AND YOU CAN'T AFFORD TO MAKE MISTAKES, IT'S TIME TO LOOK AT A BUSINESS PROCESS MANAGEMENT SYSTEM.

### KEY POINTS:

- ◆ **BPM COULD BE THE KEY TO YOUR BUSINESS STAYING COMPETITIVE IN DIFFICULT ECONOMIC TIMES.**
- ◆ **BY PROPERLY USING TECHNOLOGY, YOU FREE UP PEOPLE TO WORK ON HIGHER-LEVEL TASKS**
- ◆ **EXPEDITE IS ONE OF THE FEW TOOLS THAT OFFERS FEATURES THAT WORK IN JUST ABOUT EVERY DEPARTMENT IN YOUR COMPANY.**



## *Expedite offers BPMS for small & medium businesses*

Just because you can't afford a million dollar software system, doesn't mean your company should be left out of the BPM revolution! Expedite is the Business Process Management System for your company.

We believe you should be able to select a powerful system that is simple to use, applies to a large number of processes, and doesn't lock you in for life. Users report that we have accomplished this with Expedite. Even after you're up and running, new processes can be automated using the same software and user interface.

Expedite is one of the few tools that offers features that work in just about every department in your company.

No longer is it necessary to buy a different software suite for every area of your business which requires training and learning constantly.

The most important thing for you to know about implementing Expedite is that training is a snap. If you're familiar with Windows Explorer and can find the right-click button on your

mouse, you're ready to start using Expedite. The second thing you need to understand is that you may deploy Expedite incrementally - adding processes over time as you come to understand and appreciate its capabilities.

We designed Expedite to allow you to start small (and very inexpensively) and build success step-by-step as you incorporate new processes.

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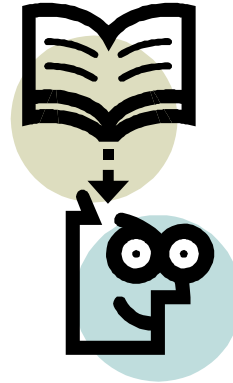
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## BPM vs. Document Management

So what is the difference between Business Process Management and plain old Document Management? Why do I need anything more than a Document Management (DM) system? The answer is pretty simple: Document Management is just one piece of BPM.

For example, you could implement a DM system that will help you with storing and tracking electronic documents and gain some efficiency in your organization. Major gains in process improvement come from defining a best practice for that business process, one most likely already

implemented in another successful organization, and applying that method to your business. That goes way beyond just tracking your documents properly.



Documents in a BPM system actually work for you rather than just sitting there.

**WHICH WOULD YOU  
RATHER HAVE:  
A GOOD FILING CABINET  
OR  
A GOOD EXECUTIVE  
ASSISTANT MANAGING  
YOUR FILING SYSTEM?**

**THAT'S THE KEY  
DIFFERENCE.**

**THE BPMS  
MUST HELP  
PEOPLE DO  
THEIR WORK,  
NOT CREATE  
MORE WORK  
FOR THEM TO  
DO.**

## Why not use BPMS designed for a Large Company?

Key issues for smaller companies are not the same as larger companies when considering implementing a (Business Process Management System) BPMS.

With Expedite, we focus on those needs, and tailor the system to integrate easily while not requiring new hires just to use it.

Small business owners have told us that they can't be forced to

drastically change the way they do things to improve processes. Also, incidents are the biggest productivity killer and need to be addressed. They want to leverage what other people have used that has been successful already, rather than forging out blindly trying new methods. The BPMS must help people DO their work, not create more work for them to do. And, of course, it must be

affordable.

These are the key points we kept in mind when developing Expedite and that is why it is the leading BPMS for small and medium businesses.

Contact us for a demonstration at your office. Ask about our free trial.

## Why Automate Document Processes?

There are really three main reasons for automating your document processes.

**Productivity increases.** Why? Because all of the time formerly wasted on the manual aspects of managing documents is now recaptured and put to better use.

**Accountability increases.** You know - and can prove - that processes are being followed, information is being protected, and

documents are being exposed to only the people who should see them.

**Process errors are eliminated.** You always know who changed what in a document. You have a detailed history of who reviewed and approved documents - and when. You know exactly where to find the latest version of a document and if anyone has yet to approve it. No more version



control issues.

## What is Expedite?

Life just got a lot harder for teenage drivers. You've probably seen on the news how parents can now rig their kids cars with video camera/ GPS tracking so that they know EVERYTHING that has happened in - and to - the car while poor little Johnny drives. Mom and Dad now know exactly who has been in the car, how fast Johnny drove, where he went, and where he is right now.



Now imagine attaching this kind of tracking system to every one of your important business documents. Suddenly you know exactly where a document has been, who has reviewed it, who has approved it, who has edited it, and where the latest version is. You can even control these things almost effortlessly.

This is Expedite. The features of Expedite convert your mountain of files into a simple, efficient, and effective business process system.

### A few sample features:

1. It's easy to use. A simple right-click to access the features of Expedite doesn't strike fear in the hearts of users. Users continue their interaction with files with the familiar Windows interface.
2. Direct file system access. Files are stored in a file system, on the network, just like they are now. Applications can access the files directly, rather than having to download them into some temporary location.
3. Automated revision control. People always know where to find the most up-to-date version of a file. Revisions are automatically tracked and prior revisions are stored.
4. Automated review and approval processes. What is the cost of an incorrect change to a price sheet? Expedite can ensure that people were notified of a file change AND actually opened the file to read it then respond that they understood the change.
5. Audit history. What to know if a person actually read and said they understood a particular company policy? Simply right click and a full audit log can be displayed.

These are a small sample of the features available from Expedite. Contact us for a demo or just to discuss what processes might be improved with our software. **It's more than likely that we have worked on similar processes with other companies and we are happy to share what we have learned with you.**

CONVERT YOUR  
MOUNTAIN OF  
FILES INTO A  
SIMPLE,  
EFFICIENT, AND  
EFFECTIVE  
BUSINESS  
PROCESS

## MANAGING RISK IS IMPERATIVE TO SURVIVING IN TOUGH ECONOMIC TIMES

### Technical Risk:

- Works with existing infrastructure
- Supports every file type
- Leverages existing applications

### Financial Risk:

- Incrementally deployable for budget control
- Simple ROI easily justifies cost/time savings on each process

### Cultural Risk:

- Quick user acceptance due to simplicity
- Training is trivial
- Reduces worry and stress

*We also offer a robust, yet surprisingly simple Job Tracking application, that ties seamlessly into Expedite giving you power to manage many projects at a time, maximizing efficiency and minimizing errors. See the insert for more information on ExpediteJT.*



## EXPEDITE

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EXPEDITE: THE  
ELECTRONIC EXECUTIVE  
ASSISTANT

AIS is the best practices leader in business process management system solutions for small- and medium-sized businesses. Expedite, the company's core software product, provides powerful document security and management at a fraction of the price of more invasive and complex systems. Expedite automates tasks such as contract approvals, timesheets, and expense reports allowing companies to save dramatically on personnel expenses while simplifying business processes. Founded in 2004, AIS is privately held and headquartered in Golden, Colorado.

### *Stories from our Customers: Encision*

Encision is a medical technology company that provides innovative electrosurgical products. Quality system documentation at Encision has strict regulatory requirements for control.

Encision had implemented a document management application and found that it had serious restrictions. Major issues included hard-to-edit proprietary document formats, having to use the software even to view files, and limitation on usage by seats.

After switching to Expedite, many things have improved. An equivalent level of control is available in a more user-friendly application. Data can be accessed off the network by those who need it. The latest approved copy is easy to find and can't be accidentally changed or deleted. The significant auditing requirements are all

met. Every change is logged. Document approval processes are followed and anyone needing to be notified is emailed automatically.

Additionally, the email system doesn't get bogged down anymore since links are embedded in the emails during the approval process rather than document copies.

Expedite is planned to be deployed in other areas of the company.

You may not have the same legal or government requirements but you can certainly benefit from the experience gained through companies like Encision on how best to control and automate document processes.

**ENCISION**<sup>®</sup>  
AEM<sup>®</sup> LAPAROSCOPIC INSTRUMENTS

**PROTECTING THE INTELLECTUAL PROPERTY IN A COMPANY IS A DIFFICULT JOB IN AND OF ITSELF. SOFTWARE SHOULD BE SIMPLE ENOUGH TO MAKE THAT JOB EASIER.**