

Data Sheet

Iken Workflow MI



Using Workflows and MI together

“The information that comes out of our workflows is invaluable to NCC and wouldn’t be possible without Iken MI producing reports from the data that’s entered into them.”

- Jason Henderson, Northumberland County Council

Process Reporting

Using Iken Workflows and Iken MI together you can report on all workflow fields. This means you can easily see the progress of a case and get instant updates on key dates, timelines, fee earners, the number of cases you undertake and what documents have been created.

Information Sheets

Reporting on workflow fields allows you to use workflows to record information as well as map processes. This way you can easily report on risks, clauses included in agreements and case values & outcomes - using your reports as information crib sheets.

Contracts

Use workflow reporting to quickly see start and end dates, contract values, important clauses, risk, key stakeholders’ contact details and the number of new and expiring contracts across a single contract or all contract workflows.

File Opening / Closing

Reporting on workflow fields allows you to use workflows to record information as well as map processes. This way you can easily report on risks, clauses included in agreements and case values & outcomes - using your reports as information crib sheets.



Iken Workflows

- Map processes to follow best practice and mitigate risk, standardising your work and leaving less room for error.
- Create and amend workflows yourself to make staying on top of new or changing processes simple with quick and easy updates.
- Create documents and set key dates from within workflows saving you time by completing all case related tasks, in order, from one central location.

Iken MI

- Design and build your own reports so you only see the information you want.
- Report on a host of Iken information such as case, time, user, document, system admin and workflow information.
- Run reports any time or schedule them in advance for instant access to ad hoc reports, or for reports sent directly to your inbox, when you want them.



Workflows



iken MI



Document Bundling



Time Recording



Founded in 1992 on the commitment to create a flexible software solution to support busy teams of professionals, Iken is the knowledge management platform that brings everyone and everything together, enabling teams to work more effectively.



INVESTORS
IN PEOPLE | Gold

Want to see how Iken can help your organisation?

We're happy to arrange an online or face-to-face demo at your convenience.

For more information please call:

08448 933 910
www.iken.co.uk



iken
know what matters®

Iken Business Ltd
One Georges Square
Bath Street, Bristol BS1 6BA



Trading name of SN Registrars (Holdings) Ltd



8327