

Interdepartmental Communications

Don't Send the Wrong Message to Your Company

Communicating important information is a necessary and daily function to any organization. Unfortunately, some communications are sent out quickly without the appropriate time and attention which leads to employees receiving the wrong information. Typographical errors, inaccurate distribution lists, and confusing messages can affect the quality of employee engagement and can result in inefficiencies.

ClearCadence understands how important it is for the right hand to know what the left hand is doing. That's why we developed **ClearNotice for Interdepartmental Communications**, a configurable workflow solution that allows organizations to closely manage, track, collaborate and approve interdepartmental memos, procedures and notices. By keeping the right people involved during the entire communication process, ClearNotice helps you go from not just stating communication between departments that must improve, to actually having a tool to make and manage those improvements.



Collaborate, Track and Manage Your Message



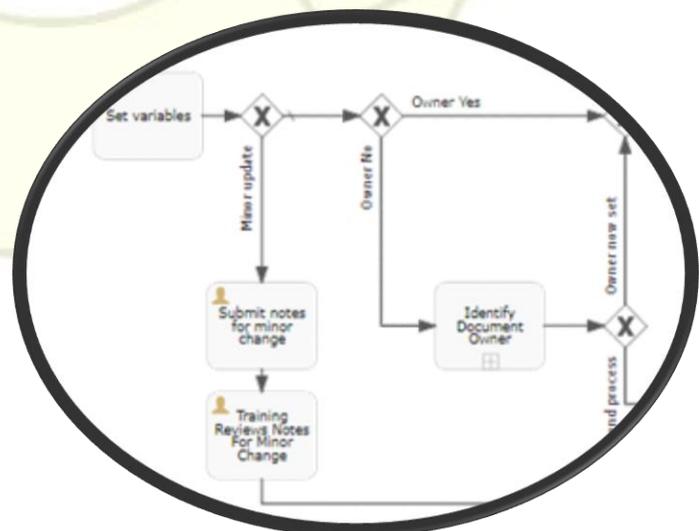
By building ClearNotice on the **Alfresco Digital Business Platform** which includes content, process workflows and document retention, ClearNotice provides the following benefits to your organization:

Create & Edit

As interdepartmental documents are created and stored within the **Alfresco Content Services (ACS)** repository, ClearNotice kicks off a workflow with Alfresco Process Services to notify the parties involved. The documents can be memos, procedure changes, press releases, or any other related document.

Project Member Distribution

ClearNotice can either send a task to all members of a department or just to specific roles. The flexibility is yours. Keep everyone informed, even if a change does not directly affect them. This keeps communication lines open. To ensure important documents are reviewed either by departments or specific people, the system can require confirmation that a document has been reviewed.



ClearNotice for Interdepartmental Communication

Document

No preview available

Clear View Progress view.doc

Document Owner

HR

Communicate to Departments *

Yes
 No

Select Departments to Communicate to

Department:

Type to search departments...

Search Results:

ADD DEPARTMENT

Communication Approval by IT Development

Assignee: Kevin J Beddingfield Due: in 3 days Part of process: ClearNotice Digital Content Control - June 6th 2019

No people involved 1 group(s) involved No content items No comments No checklist [SHOW DETAILS](#)

Document

No preview available

Clear View Progress view.doc

Document Owner

HR

What:

sdfs

Why:

sfsd

Impact:

Medium

Effective Date:

09/18/2019

Document

No preview available

Test-1- ClearCadence Emergency Contact Form-1.doc

Display Dept Owner Reviews

Department	Add to Stakeholders	Agree Document Owner	Notes(if any)
Marketing	Yes	Yes	
Training	No	Yes	
Compliance	Yes	Yes	

Collaboration

Departments can provide feedback to the documents being reviewed. All of their responses and questions are tracked within the ClearNotice system.

Timely Follow-Ups

Don't let a task sit without knowing what is going on. Timers are configurable at every assignment to make sure everything is reviewed in a timely manner. An email is sent when a task is not worked within a configurable amount of time.

Publish

Once the document has been reviewed and confirmed by the necessary parties, it is published out to ACS as a part of the project package. All documents within the project folder will be given a file plan via Alfresco Governance Services to be retained for a configurable amount of time.

The Benefits of ClearNotice

- Notification setup, assignment, and **single point for all information** relating to the interdepartmental communications content, all in one custom workflow application
- Tracking of regulation lifecycle within the company providing **full accountability**
- Customizable to **fit your business needs**
- Built on a BPMS platform that can be used to **resolve other business challenges**
- ROI on initial costs can be obtained by comparing to just ClearNotice benefits or based on other solutions handled by BPMS.



Highlights

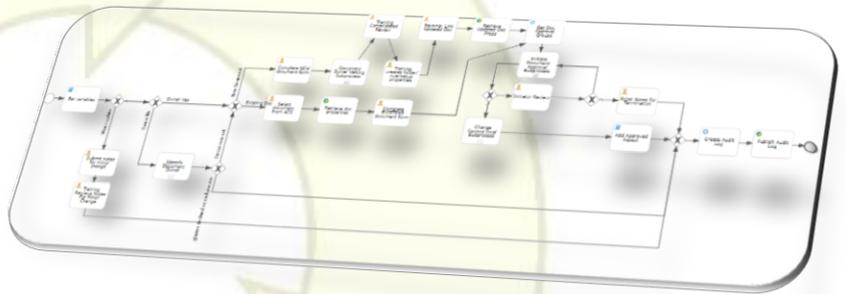
- Customized workflow rules – your business rules automated
- User roles and groups – make sure the right work is seen by the right people
- Customized forms with populated with your business data
- Workflow auditing – from knowing each step a work item went through to how much time it took at each step

Benefits

- Automated timers to ensure timely follow up on business critical work items
- Work-step automation for commonly used tasks
- Coordination of BPMS development between business and IT.
- General and specialized searches including Full Text
- Support for desktops, web, and mobile user interfaces
- Out of the box integration to third party applications like SQL, Oracle, SAP, Exchange, and more

We Know BPM

ClearCadence can provide BPM assistance from learning, defining, developing, and maintaining your Business Process Management Strategy and provide expert-level skills from analysis to implementation. Our services allow you to have the right path for success in executing your BPM strategy at the department and/or enterprise level. Our expertise in the BPM field is provided by certified professions with real-world, practical experience.



Proven Delivery Methodology

The ClearCadence Delivery Methodology is a complete and adaptable approach to rapidly deploying your Business Process Improvement initiatives. Developed and continuously enhanced by the industry experts of the ClearCadence Professional Services team, the best practice delivery methodologies help you increase speed to value and establish a solid foundation for on-going process and system improvements by fully leveraging the depth of capabilities and flexibility offered in BPM software solutions.

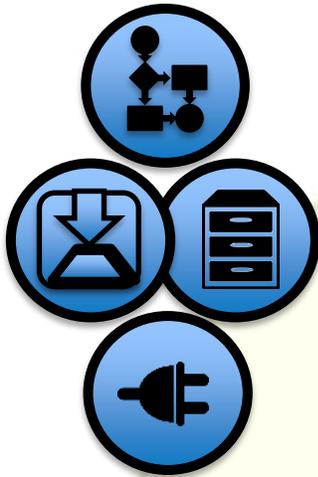
With a strong customer focus and emphasis on collaboration, the ClearCadence Delivery Methodology helps ensure your implementation is easily understood and embraced.

Throughout the entire engagement, you maintain full project visibility and participation, allowing checkpoints and milestones to be easily tracked and measured by everyone involved. The ClearCadence approach to implementation enables the transfer of knowledge and skills to your team, and helps you achieve a rapid and successful solution roll-out that delivers immediate results.

Why ClearCadence?

ClearCadence provides consulting and delivery of solutions that specialize in automating and improving manual processes, digitizing your key assets, and integrating with mission critical systems.

Our key areas of focus:



Automate – Data capture and end-to-end business process workflows;

Digitize – Paper, electronic documents, source feeds, and data from back-end applications become content managed under an enterprise system;

Integrate – Provide seamless connections to mission critical systems such as ERP, CRM, and Procure-to-Pay solutions.

ClearCadence has the experience and resources necessary for successful planning, architecture, design, development, customization, project management, technical support and education to help you get the most out of your BPMS investment. We offer the right combination of the industry's top people and solutions to help you meet your business objectives. ClearCadence Professional Services deliver:

- ✓ **Expert consultants who understand BPM, integration, and business process challenges in your industry**
- ✓ **Trainers experienced in knowledge transfer**
- ✓ **Superior customer service for immediate response and results with 100% client satisfaction**



ClearCadence is committed to your success and to building a long-lasting relationship that helps you realize a strong return from your investment – both now and into the future. Let our Professional Services team help you take full advantage of BPM disciplines and technology by analyzing your business and system processes, identifying issues, and transforming them into efficient solutions.