

Workflow Management Product Features

	Action Technologies ActionWorks Metro and ActionWorks OnTrack	FileNet FileNet Ensemble	Keyfile Keyflow for Microsoft Exchange Server	Open Text Open Text Livelink Intranet Suite 7
Architecture:				
Server platforms supported	Win NT 3.51, 4.0	Win NT 3.51, 4.0	Win NT 3.51, 4.0	Win NT 3.51, 4.0
Client platforms supported	Win95, NT	Win95, NT 4.0	Win95, NT 3.1, 4.0	Win95, 3.1, NT, Mac
E-mail platforms supported	Exchange 5.0, Notes	Exchange 5.0, GroupWise	Microsoft Exchange 5.0	N/A
E-mail clients supported	Notes, Exchange	Exchange, GroupWise	Exchange, Outlook	SMTP Mailers
Minimum RAM requirements for client/server	8 MB/4 MB	8 MB/NA	16 MB/16 MB	16 MB/64 MB
Hard disk requirement for client/server	5 MB/6 MB	6 MB/NA	3 MB/5 MB	15 MB/80 MB
Network protocols supported	TCP/IP, HTTP	TCP/IP	TCP/IP	TCP/IP, HTTP
NT Server service	●	○	●	●
Web browser support	●	○	○	●
Authoring Capabilities:				
Supports review, annotation, revision and approval	●	●	●	●
Includes sample workflows	●	●	●	●
Graphical design palette	●	●	●	●
Step toolbar	●	●	●	●
Dynamic workflow advisor	●	○	●	○
Dynamic workflow modification	●	●	●	●
Set priorities (importance, urgency)	●	●	●	○
Launch other workflows (subflows)	●	○	●	●
Run workflow agents	●	●	○	○
Global responses	●	●	○	●
Response due dates (deadlines)	●	●	●	●
Start date	●	○	○	●
Duration of the task	●	○	○	●
Alerts (reminders) by date/time	●/●	●/●	●/●	○/○
Archive workflows	●	○	○	●
Form templates	●	●	●	●
Assign more than one recipient to a task	●	●	●	●
Milestone steps	○	○	●	●
"Push pin" connecting lines	○	○	●	○
Workflow version control	●	○	○	●
Print workflows	●	●	○	●
Cancel or suspend an in-progress workflow	●	●	○	●
Customizable workflow calendar	●	○	○	●
Recipient Capabilities:				
View new tasks in inbox	●	●	●	●
Separate tasks from general mail in inbox	●	○	○	○
User-definable help	●	●	●	●
Delegate tasks to other users	●	●	●	●
Negotiate or consult with other users	●	○	○	○
Search function	●	○	●	●
Check status from within message or task	○	●	●	●
Routing/Status/Attachments:				
Sequential routing/Conditional routing/Parallel routing	●/●/●	●/●/●	●/●/●	●/●/●
Rendezvous routing/Loop-back routing	●/●	●/○	●/●	●/●
Prerequisites for conditional routing	●	●	●	●
Uses recipients and roles for routing	●	●	●	●
Dynamic status monitoring	●	●	●	●
Status tracked on the workflow map	●	●	●	●
Audit tracking	●	●	●	●

● Yes ○ No

Workflow Management Product Features (continued)

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Routing/Status/Attachments (continued):				
Graphical status map	●	●	●	●
View workflow map and status on same screen	○	○	●	○
View response history	●	●	●	●
Drag and drop files from NT Explorer	○	○	●	●
Create attachments within workflow product	○	○	●	○
Attach files/Embed OLE objects	●/○	●/●	●/●	●/○
Attach a link to a file/Attach an Internet address	●/●	●/●	●/○	○/○
Create folders for attachments	○	○	●	●
Launch attachments	●	●	●	●
Permit users to add, view, delete, modify attachments	●	●	●	●
Remove attachments from a workflow without disrupting the flow	●	●	●	●
Value Added Features:				
Document Management:				
Version control	○	○	○	●
Check-in/out	○	○	○	●
Document indexing/Document filing and retrieval	○/○	○/○	○/○	○/●
Libraries	○	○	○	●
Security:				
Password protection	●	●	●	●
Electronic signature at approval points	○	○	○	○
Encryption	○	○	○	○
Voting:				
Response and approval threshold voting	○	○	●	○
Percentage voting/Preference voting	○/○	○/○	●/●	○/○
Electronic forms creation	●	○	○	●
Databases Supported:				
SQL Server 6.5/Oracle/Sybase	●/●/●	○/○/○	○/○/○	●/●/●
ODBC-compliant database	●	○	○	●
Uninstaller	●	●	○	●

● Yes ○ No