

Digital Transformation and Paperless Simplicity

Dentsu Soken Hong Kong provides workflow solution is an in house workflow operation integrated with Microsoft 365. This is cloud-based service with supporting leave application, transaction expense claims, approval forms...etc.



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- Support Single-Sign-On (SSO)
- Support mobile devices (Android/iPhone/iPad)
- Easy to create business e-forms and workflow
- Over 60 workflow template built-in
- Support Multilingual (English/Japanese/Chinese)
- Works seamlessly with Microsoft 365 (Teams, SharePoint & Outlook)
- API ready for integration with other systems
- CSV export/import automation
- Operation log management (View, New Creation, Deletion & Download log)

Report

Document Number

Company Name (E.g. : Saterato Office)

Application Date: 2016-10-19

Applicant: User

Affiliation

Job Title

Title

Report Type: Normal / Urgent

Remarks

Mark of View

Approval Route

- Director Approval Admin User (2016-10-19 Approved)
- Director Approval Admin User (2016-10-19 Settled)
- Administrative Manager User (2016-10-19 Circulated)
- Circulation
- Circulation in Administrative Dept
- Direct Manager Circulation Admin User (Circulating)

Transportation Expense Liquidation

Confirm the origin actual expense form

Document Number

Application Date: 2016-10-18

Affiliation

Applicant: User

Job Title

Number of Payment Voucher: 54680963

Favourite Payment Date: 2016-10-19

Planned Liquidation Date: 2016-10-20

Payment Amount: 1,000 USD

Date	Transportation Facilities	Section	Amount
2016-10-04	Train	District 1	400 USD
2016-10-05	Bus	District 3	200 USD
2016-10-13	Taxi	District 1	400 USD
		District 5	USD
			USD
			USD

Ready for



Microsoft 365



Dynamics 365

Dentsu Soken - Workflow for Microsoft 365" provides workflow function to your Microsoft 365 environment. It is built on cloud and deployed as SaaS service. Workflow works in SharePoint site as Gadgets.

Dentsu Soken - Workflow can implement from simple Workflow like leave application to complicated workflow like conditional branching workflow, linked workflows.

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