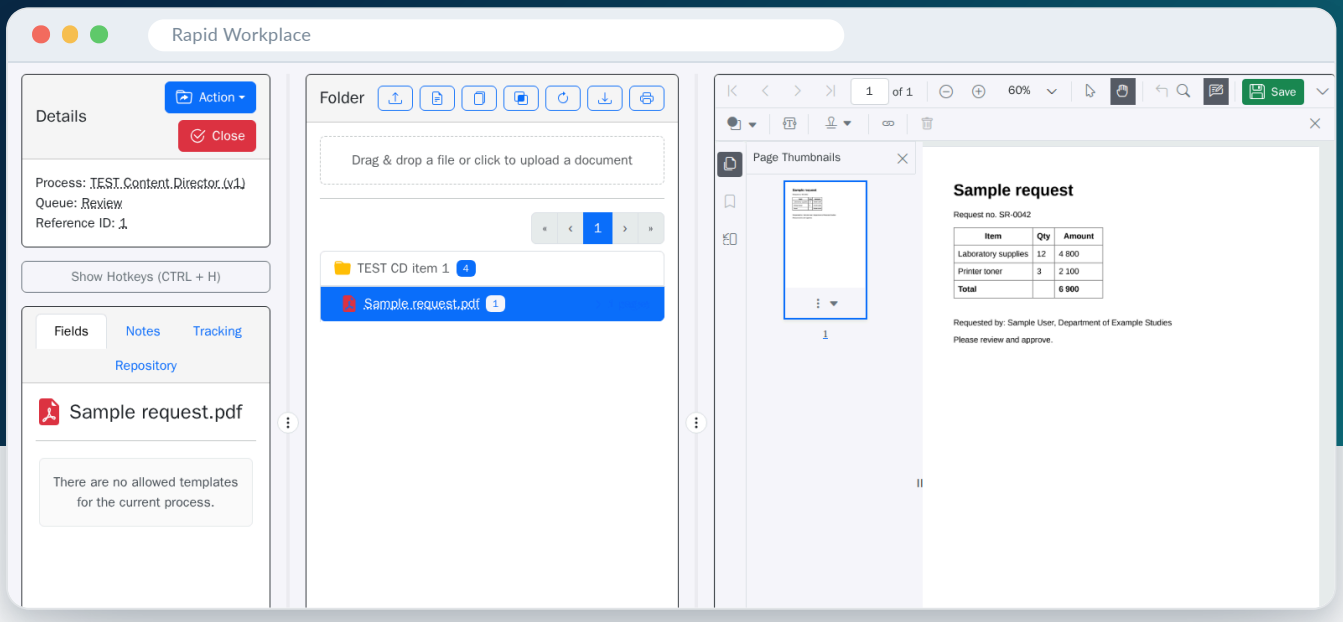
intellectus

PRODUCT OVERVIEW

RAPID WORKPLACE · DOCUMENT AND WORKFLOW SUITE

Approvals that take one message, not one more login.

From the moment a document arrives to the day it is archived: staff draw the process in a browser, approvers answer from email or WhatsApp without signing in, and the status and history of every request are visible in one place.



6
MODULES
One suite, from the first scan to the archive.

5
CHANNELS
Email, WhatsApp, Signal, Telegram and SMS, each switched on separately.

Own
LANGUAGE
Each user chooses their display language.

1,000
USERS
The level at which load testing was completed.

SIX MODULES, ONE SUITE

Action Messages
Decisions answered from the inbox

Web Designer
Processes drawn in a browser

Rapid Workplace
Work, document and history together

Content Director
Repository and archive

Importer/Exporter
Documents in, results out

Administrator
Users, rights and settings on the web

ACTION MESSAGES

Approvals in minutes, from the inbox people already use

An **Action Message** takes the question to the person. A step on the process map sends it, the recipient picks an answer, and the work moves on.

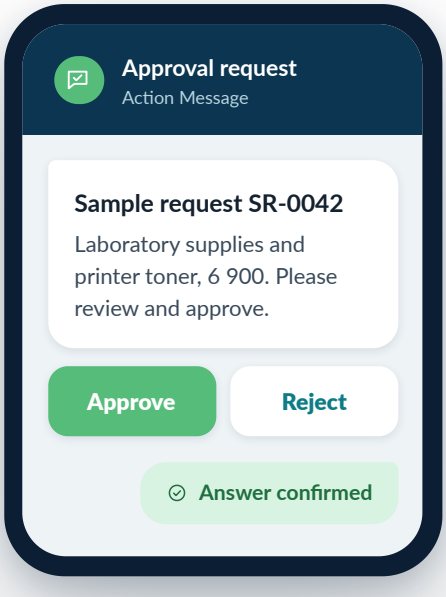


Illustration: one button per choice, no sign-in.

WHY IT MATTERS

Approvals stall when a dean or manager has to **remember a password and open one more system.**

Answer without signing in

Each message carries the question and one button per choice. The recipient taps, confirms, and the item is routed.

Reach people where they are

Email, WhatsApp, Signal, Telegram and SMS are built in, each switched on separately, with your own account.

Nothing goes quiet

Set reminders and an expiry on each step (configurable). An unanswered request follows its own "Expired" branch.

A history of every answer

Each opened link and confirmed answer is kept with its time and the person's name, so nobody has to remember.

Convenient for approvers. Peace of mind for IT.

Only verified people receive action links

Staff enrol their own contact details and confirm them with a code. A contact an administrator enters stays unverified until its owner confirms it.

The workflow server stays behind the firewall

Answers land on a separate relay, in our cloud or on your own server. The suite collects them over a certificate-authenticated connection, so the core system is not exposed to the internet.

A second factor where the decision deserves one

A second factor can be required for an answer, step by step on the map (configurable).

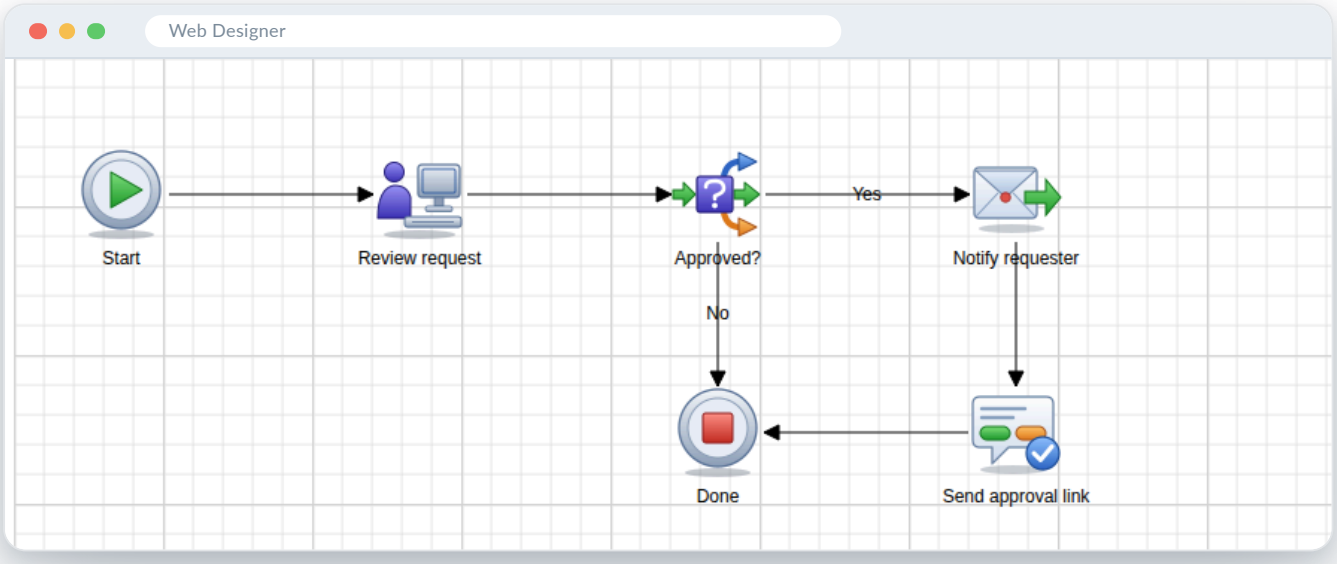
Messages that look like they came from your institution

Design the email in the step dialog, or press **Auto-generate** for a ready-made layout. Messages go out with your logo, in the recipient's display language, and can carry enough detail to decide without opening the system (configurable).

WEB DESIGNER

Change a process in a browser, not in a project

The people who own a process draw it as a map, with no desktop software to install.



Web Designer: an approval process drawn in the browser, ending in an Action Message step that sends the approval request.

Every step you need

From queues and inboxes to SQL and server-script steps for integration, the building blocks are on the palette.

Mistakes caught before go-live

Validate and a Problems pane check the map. A process whose message step has no connected channel cannot be published.

Change without surprises

Build and publish is limited to administrators and designers, with rights on each process and saved versions. Processes export and import as files.

Queues · User inboxes · Decisions · Rules · Timers · Mail · Tracking · Sub-processes · Archive · Export · Convert · Print · Fax · SQL · Server scripts · **Action Messages**

RAPID WORKPLACE

The work, the document and its history on one screen

One click on an inbox row opens the item with its fields, notes, history and repository links beside the document.

Read and edit in place

PDF, Office and image viewers are built in, and Word documents can be viewed and edited in the browser.

No conflicting edits

An item one person is working on is locked to everyone else.

Each person in their own language

Every user chooses their own display language.

CONTENT DIRECTOR

Documents and decisions in good order

The repository and archive behind every process. An Archive step files finished work straight into it, and a Repository tab on each work item links back to the document.

Organised and versioned

Cabinets, folders and documents with templates and fields, check-out and check-in, version history, a recycle bin.

Retention periods

Archive status, retention schedules, legal hold, disposition and an event log.

Find the page, not just the file

Field search and OCR full-text search (enabled separately).

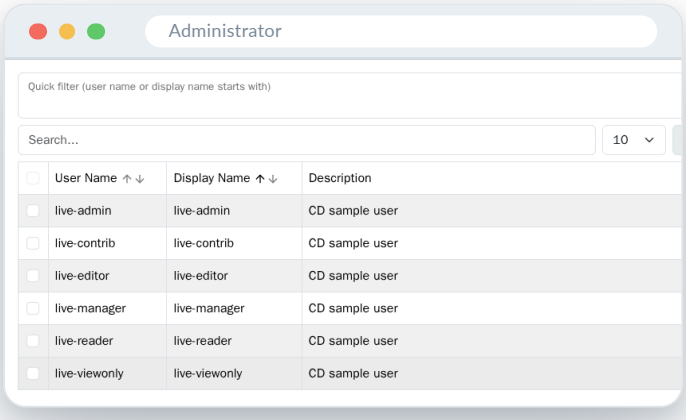
Reliable storage

Stored content is checked against its fingerprint. Rights and sharing are set on each item. S3 or Azure storage is an option.

Documents in, results out. The Importer/Exporter brings documents in from folders and writes results out (enabled per site). Exports can file into Content Director with tracking, and tracking can be written to your own SQL Server or PostgreSQL database for reporting (configurable).

ADMINISTRATOR

Our secure cloud, or your own servers



Who can do what?

The Administrator manages users, groups, rights, schedules, reports and settings. Each module can be opened or closed per user and group.

Has it been security tested?

A security check before launch covered every module. Every critical and high finding is fixed or has a documented decision.

How is access protected?

Sign-in is required throughout. A request for an item a user may not see is answered exactly like a request for one that does not exist.

Will it fit our infrastructure?

Load testing was completed at 1,000 users. Use our secure cloud, or install it on your own servers (Linux, PostgreSQL, package and guide) and your data stays there.

One suite, from the inbox to the archive

Documents, workflow and archive in one place, in our secure cloud or on your own servers. Approvers answer from the messages they already read; the status of every request is visible and documents are kept in order.

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