

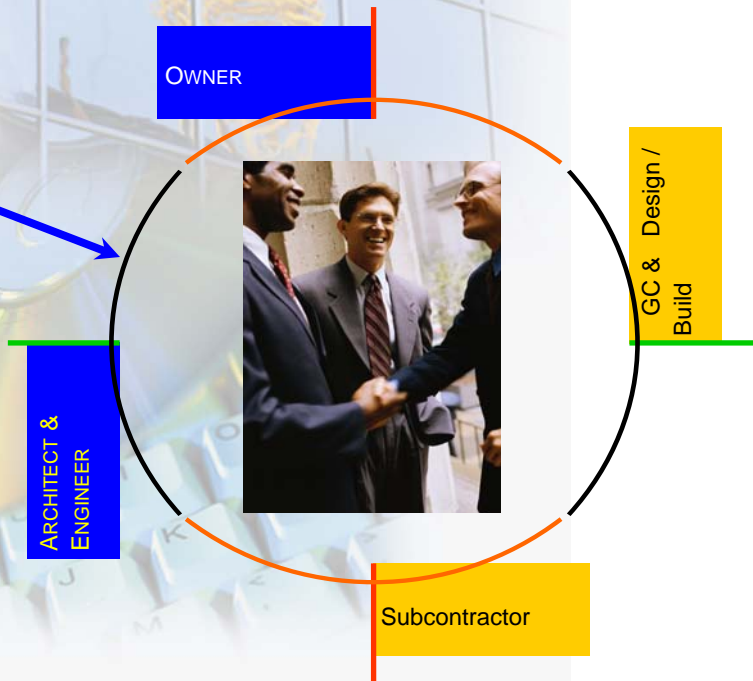
Routing & Automated Workflow

Routing

Spitfire provides a sophisticated routing system to help control the flow of information both inside your organization and to 3rd party project participants. Documents may be routed to as many project participants as necessary on either a parallel or serial basis. Documents may also be routed on either an approval required or a "cc" basis. A complete audit trail, of each individual's receipt and actions pertaining to the document is maintained. Alerts will automatically be generated if routees fail to respond by required dates.

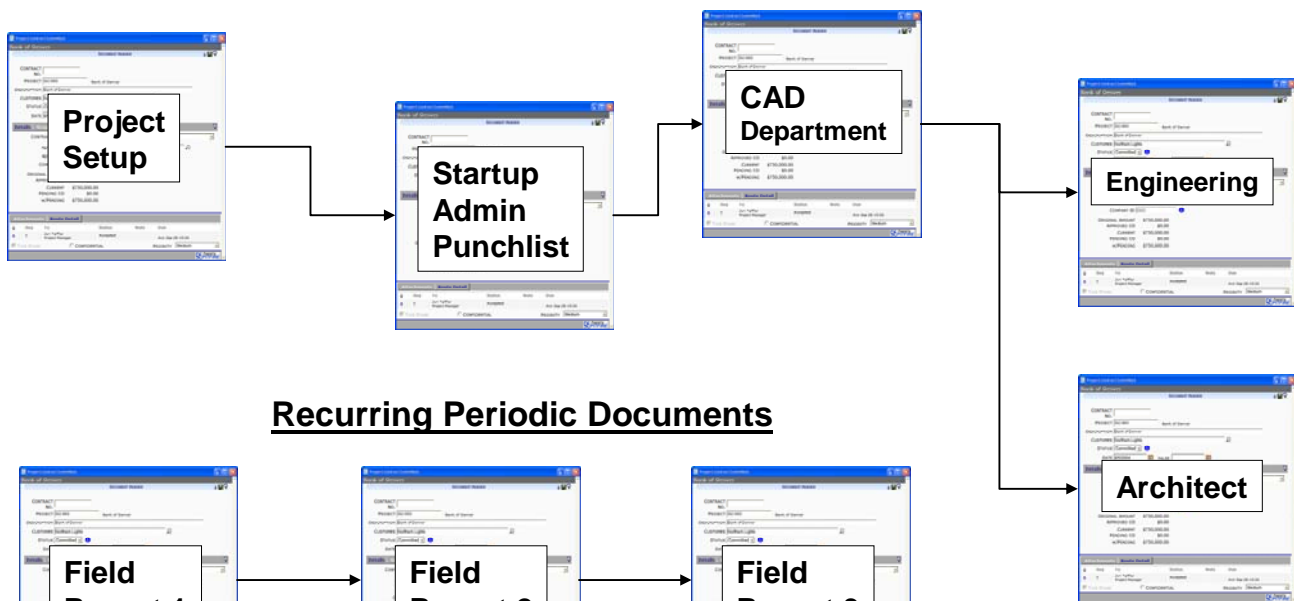
- Routing may be either Web based to browser In-Box, E-mailed, or Faxed — all of these routing methods are handled seamlessly and automatically by the system based on who the routee is.
- Role based routing rules allow the system to automatically route documents to the appropriate individuals.
- Automatic E-mail reply handling actually accepts reply e-mails directly into the system, attaches them back to the source document, updates the routing status, and inserts changed or new file attachments back into the system catalog with full version control.
- Routing Metrics reports allow you get an overall picture of who's introducing delays due to chronic slow responses

Any document can be routed to an individual or to a user-defined group. Furthermore, routings can be sequential or parallel and forwarding of documents can be controlled by the sender.

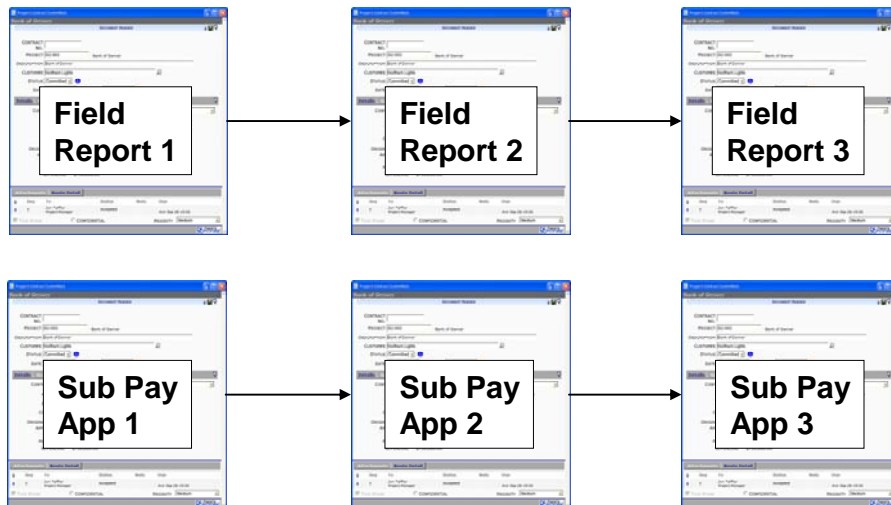


Routing & Automated Workflow

Automatic Workflow



Recurring Periodic Documents



Spitfire provides a true automated workflow engine that lets the system automatically create, populate, release, and route various documents based on flexible and powerful workflow scripts that can be triggered automatically at various points in a projects lifecycle.

No other system provides this level of power to help you truly control your business rather than continuing to pursue manual procedures.