

## Workflow Management

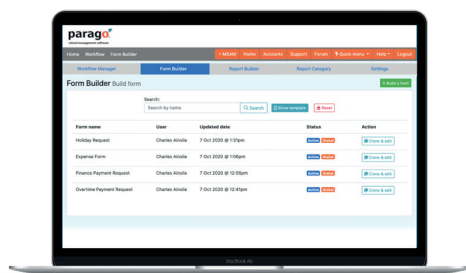
Streamline and digitise the process of managing your workflow and operations

With Workflow Management, you have the power to digitally establish and manage all school processes. You can facilitate any and all school procedures from staff onboarding to purchase requests. We give you the flexibility to traverse workflow steps amongst all staff, from teachers to department heads to central trust teams and back.

Create your own custom forms and centralise reports using multiple steps and stages. Easily digitise your workflow processes to reflect your school operations.

### Standardise and centralise your operations

Ensure important workflow processes are completed in the correct order and by the correct people. All the relevant people who need to be involved in each process will be alerted and notified of next steps and actions. Our system enables departments to work smarter together thanks to dynamic assignment settings, which let you involve other teams or groups as needed.



### Streamline compliance

Managers will have an overview of every workflow process and see which stage each one is at, ensuring important procedures are being done correctly and compliantly.

### Fully customisable

You can create and manage any workflow for any process. With customisable conditions and fields, you can ensure everything is completed in a time period and standard you define.

### Key takeaways:

- 1 | Always be accountable and compliant for all school operations
- 2 | Customise forms and workflows to reflect school or MAT processes
- 3 | Always know what's happening in your school or MAT

Learn more:  
[www.paragosoftware.com](http://www.paragosoftware.com)

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# 11 years

We've actively worked with schools and trusts since 2010

