BusPlanner **Workflow**

automate
streamline
deliver

Automating and optimizing your workflow in a transportation office can streamline efficiencies and help you save time. With BusPlanner® *Workflow*, these tasks have never been easier. By automating some of the common requests received by your department, BusPlanner® *Workflow* will assist in making issues easier to locate, track, and resolve.

BusPlanner® *Workflow* helps you with:

- Effective document management
- Faster turnaround times
- Streamlining best practices
- Improved internal communication

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Reduce Calls >

Reduce the number of phone calls to your transportation office with BusPlanner® *Workflow*. By posting your forms online, parents can complete transportation forms electronically and submit them directly to your transportation department.

Store Document History >

You can easily store and maintain a record of each document and email generated. To save your history, simply use the "archive" option which will keep your history indefinitely.

Streamlined Approvals >

With BusPlanner® *Workflow*, processing submitted documents is easier than ever before... with less paper on your desk! With a fully electronic approval process, individual forms will be dealt with more quickly – resulting in better customer service.

How Does It Work?

BusPlanner® ***Workflow*** is an **online forms management module** within **BusPlanner®** ***Web***. Using standardized forms, you can input and organize various incident reports, requests from the public, and other key documents all in one convenient location. Once a form has been submitted to your office, BusPlanner® *Workflow* automatically generates an email to the sender acknowledging receipt of the document. This ensures that all of your requests are being addressed in a timely and equitable manner.

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