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Business Process Automation Services

Fast Track Your Digital Transformation with Automation QuickStarts

Everything you need to get your business process documents done quickly and accurately. Get started with Forthright's QuickStart workflow deployment bundle powered by airSlate - starting at only $4,500!

At Forthright, we strive to simplify the automation of your business processes. We've crafted each QuickStart package to encompass the fundamental decisions and vital components needed to implement workflows that enhance the efficiency and accuracy of your business processes. By adhering to best practices and prioritizing security, we provide fixed-cost deployment bundles to ensure a seamless, budget-friendly project without compromising user experience.

Our QuickStart deployments have been skillfully designed to fulfill the needs of most clients. However, at Forthright, we recognize that each business is unique. That's why we offer optional features that can be incorporated into our QuickStart offerings. This allows us to deliver a standardized solution that is customized explicitly for your business. The core decisions are handled for you so your workflow is built on a solid foundation that will drive value for years to come.

Increase efficiency, consistency & accuracy!

Choose one of these pre-built QuickStart packages for:

Human Resources
Automate repetitive manual tasks, such as data entry or payroll processing, to save HR professionals significant time.

Partner/Vendor Onboarding
Make the process uniform and straightforward to create a foundation for a strong, long-term relationship.

Or choose our **completely customizable** QuickStarts that can be applied to any department or processes within your organization.

airSlate

The Challenge

We know paperwork is required for good patient care, but what about the rest of operations? Is your organization or department drowning in paperwork? How much time is wasted filing and keeping track of where documents are located? Is everyone on your team doing things slightly differently?

It's wasting valuable time. You want to automate your processes, but don't know where or how to start.

The Solution

That's why you need Forthright's ShareIT airSlate QuickStart! With a customizable solution, you can streamline and standardize your processes to eliminate the paperwork shuffle and gain consistency across and within teams.

Start with our standard workflows for HR and vendor onboarding or create customized workflows for almost any department.

94% of workers say they perform repetitive, time-consuming tasks in their role

60% of occupations could save 30% of their time with automation

78% of business leaders believe that automation enhances the overall productivity of the organization

Forthright's deployment of airSlate workflows is designed to automate document-heavy onboarding processes, ensuring consistency across documents and boosting team productivity.

airSlate is a comprehensive solution for creating, editing, integrating, and automating documents, revolutionizing the way businesses operate. With features like eSigning, document editing, and integrations, airSlate streamlines processes, improving employee loyalty and retention. airSlate automates mundane tasks, saving managers time and effort on manually updating records and pre-filling forms.

Each QuickStart allows added integrations that are essential to workflow productivity and includes implementation assistance from our expert solutions engineers to help you and your team design your ideal workflows.

Businesses invest in process automation because it offers a wide range of benefits that can lead to improved efficiency, productivity, accuracy, and cost savings.

Increased efficiency

Automation streamlines repetitive tasks and reduces the time required to complete them, allowing employees to focus on more strategic and value-adding work.

Cost savings

Automating tasks reduces the need for manual labor, resulting in significant cost savings in salaries, benefits, and other expenses associated with human resources.

Improved accuracy

Automated processes reduce the risk of human error, ensuring more accurate and consistent results in tasks like data entry, calculations, and reporting.

Scalability

Process automation allows businesses to grow without the need for a corresponding increase in staff, as automation can handle increased task volumes without requiring additional manpower.

Improved customer/client satisfaction

Automating your client-facing processes gives your customers faster, consistent, and accurate responses from your business, which can reduce time to close deals and increase satisfaction and client retention.

Better visibility and control

Automation tools often include reporting and analytics features, making it easier for businesses to monitor and manage their processes, identify bottlenecks, and make strategic decisions based on data.

Improved employee satisfaction

Automating mundane, repetitive tasks allows employees to focus on more engaging and meaningful work, which can increase job satisfaction and retention.

Enhanced compliance

Automated processes can be designed to follow specific rules and regulations, reducing the risk of non-compliance and the costs associated with penalties and remediation.

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Forthright's QuickStart package guides users through the airSlate setup process for an efficient and secure document and business process workflow experience.

Choose a data source to pre-fill the document

Employee Onboarding

Full Name *

eg. Adam Jensen

Email address *

eg. adam@company.com

Date *

eg. 08/24/2021

Signature *

eg.

* Sample Form

Create a document with tags and fields

New Employees

File   Edit   View   Insert   Format   ...

Name:	Email:
Lorah Palmer	lorah@mail.com
Adam Jensen	adam@mail.com
Lorah Palmer	lorah@mail.com
New Employees ⌄	Corporate Informa... ⌄

Pre-fill from Excel Spreadsheet
Pre-fill documents with data from an XLS/XLSX file

Select a sheet

📄 New Employees   ⌄

Match spreadsheet columns with document fields

Select columns   Documents

New Em... ⌄   =   Employe... ⌄

⊞ Name ⌄   =   T Name ⌄

⊞ Email ⌄   =   T Email ⌄
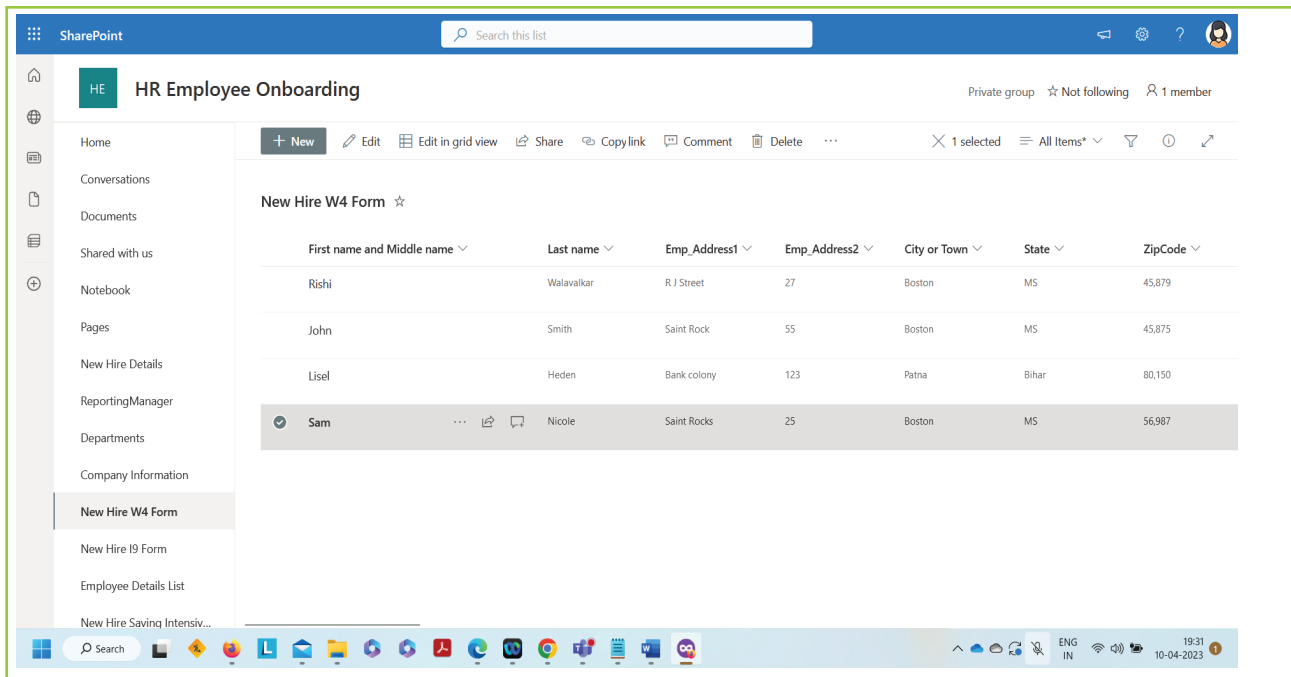
Map fields in the document with data source

airSlate

All QuickStarts include the following onboarding services:

✓ Review of your expressed outcomes to ensure suitability of your workflow templates

✓ Production of a visual flow mapping of your workflows and unique processes

✓ Setup and deployment of your corporate-branded workspace

✓ Authentication configuration of your workflow users

✓ Deployment of sharable templates for your team members that enforce the approved workflows

✓ Configuration of your Office 365 integration for global data

  ✓ Global variables such as business name, address, logo, EIN, & health insurance plan info

  ✓ Setup and configuration for your secured SharePoint-hosted dashboard and data storage

✓ Deployment of your workflow status dashboard (SharePoint Online is required)

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Digital transformation doesn't need to be complicated or expensive, but it can make a dramatic positive impact on your bottom line! Fast-track your digital transformation with simple and easy-to-implement automation that can significantly improve your organization's efficiency, productivity, and compliance.

Choose one of Forthright's airSlate QuickStarts for human resources, vendor onboarding, and/or digital sales processes or select our completely customizable QuickStart that can be applied to any department within your business.

All QuickStarts include the following:

- Up to 5 automation bots included with each workflow

- Built-in legally binding eSignatures

- Unlimited document processing & storage

- Unlimited number of seats. Everyone in the company is welcome to use airSlate within this one package

- Automatically pre-fills information in your workflow from other documents

- Records are automatically stored in the company database, CRM, or cloud storage of your choice

- Custom branding on the portal, workflow screens, and documents

- Advanced usage and collected data analytics (additional fees apply for custom reports and dashboards)

- SAML/SSO and HIPPA-ready

- Access to enterprise-grade controls ensuring compliance and keeping intellectual property protected

- Fully audited workflows and API integration options are also available

HR Automation QuickStart

Automating HR processes not only saves time and money but also improves overall business processes and employee experience, making it an essential investment for organizations of all sizes. Here are some key reasons to automate HR processes:

Time savings

Automation of repetitive manual tasks, such as data entry or payroll processing, saves HR professionals a significant amount of time, allowing them to focus on higher-value strategic work.

Cost reduction

Automated HR systems reduces labor costs associated with hiring, training, and managing HR staff, as well as other administrative costs.

Error reduction

Automation minimizes the risk of human errors in the HR processes, such as data entry mistakes, improving overall accuracy and reliability of HR data.

Compliance management

Automated HR systems can help maintain legal and regulatory compliance by providing up-to-date information, automated workflows, and built-in audits and reporting features that can be easily accessed by the compliance team.

Enhanced employee experience

Automating HR processes, such as onboarding or benefits enrollment, provides a smoother and more convenient experience for employees, contributing to increased employee satisfaction and engagement.

Improved decision-making

Automation generates real-time reports and analytics that help HR professionals make informed decisions about workforce planning, performance management, and other strategic initiatives.

Scalability

As a company grows, automated HR processes can be easily scaled up to accommodate a larger workforce without requiring additional resources or significant manual intervention.

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HR Automation QuickStart

The HR Automation QuickStart is ideal for human resources departments that want to automate their interviewing, hiring, onboarding, and quarterly review processes.

This QuickStart includes the following workflows:

Hiring Process:
- Job Offer
- Background check forms
- Employment Eligibility Verification (I-9)
- Attach Requested Documents
- W-2 Info Form
- Employee Contract

Post Hire Process:
- Onboarding checklist
- Pay Stub Flow
- Company Policy Manual Acceptance
- Insurance Enrollment
- Simple IRA enrollment

Ongoing Individual Processes (do not include integration):
- Equipment/Software requisition request
- Vacation request
- Expense approval
- Quarterly review process

3rd party integrations outside of Microsoft 365 must be individually quoted

The Investment

Onboarding QuickStart	$9,500
QuickStart discounted airSlate enterprise subscription (required)	$4,310 (10% off $4,788 MSRP)
On-demand ShareIT development services	30 hours
QuickStart onboarding services	90 days
Optional additional support & customization	ETUs (T&M)

QuickStart ETU special $3,712.50 (10% off $4,125 MSRP)
For additional services not included in your QuickStart package, a **Forthright ETU* (Engagement Team Unit)** is a block of 30 on-demand professional services hours that draws from all Forthright Professional Services resources, processes, and tools. Every Forthright ETU is delivered with unlimited project enablement and forgoes up-charges for after-hours and/or weekend utilization, ensuring clients maximize their investment without staffing an army of contractors. QuickStart ETU discount only valid within 60 days from project execution date.

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Vendor / Partner Onboarding Automation QuickStart

Automating vendor/partner onboarding can help start your new partnership on the right foot. By making the process uniform and straightforward, you'll create a foundation for a strong, long-term relationship. Here are some key reasons to automate vendor/partner onboarding processes:

Time savings

Automation of repetitive manual tasks of requesting and approving quotes, purchase orders, and invoices saves operations teams a significant amount of time. Automation can cut the overall onboarding process from weeks to days.

Error reduction

Automation minimizes the risk of human errors in the onboarding processes, such as incorrect data entry or missing documents, improving overall accuracy and reliability of vendor/partner data.
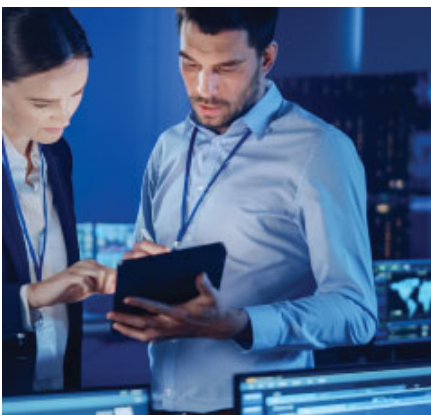
Compliance management

Automated onboarding systems can help maintain legal and regulatory compliance by providing up-to-date information, automated workflows, and built-in audits and reporting features that can be easily accessed by the compliance team.

Better relationships

Automating the onboarding processes establishes a strong partnership from the beginning, allowing both companies to hit the ground running and creating a strong foundation for a long-term relationship.

Improved decision-making

Automation generates real-time reports and analytics that help operations teams make informed decisions about vendor/partner management, products or services, and other strategic initiatives.

Scalability

As a company grows, automated onboarding processes can be easily scaled up to accommodate a larger number of vendors/partners without requiring additional resources or significant manual intervention.

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Vendor / Partner Onboarding Automation QuickStart

The Vendor/Partner Onboarding QuickStart can help start your new partnership on the right foot. By making the processes uniform and straightforward, you'll create a foundation for a strong, long-term relationship.

The Vendor/Partner Onboarding Automation QuickStart is ideal for procurement departments that want or need to automate their vendor and order management process.

This QuickStart includes the following workflows:

- NDA
- Contact & Billing Form
- MSA
- W-9 Form
- BAA

- Quote Requests
- Sales Invoices
- Expense Approvals
- Refund/Return Requests
- Purchase Orders

3rd party integrations outside of Microsoft 365 must be individually quoted

The Investment

Onboarding QuickStart	$7,500
QuickStart discounted airSlate enterprise subscription (required)	$4,310 (10% off $4,788 MSRP)
On-demand ShareIT development services	30 hours
QuickStart onboarding services	60 days
Optional additional support & customization	ETUs (T&M)

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Looking for something different?

We also offer QuickStarts that can be applied to any department within your organization.

	General Foundation	Advanced Foundation
Onboarding QuickStart	**$4,500**	**$7,500**
QuickStart discounted airSlate enterprise subscription (required)	$4,310 (10% off $4,788 MSRP)	$4,310 (10% off $4,788 MSRP)
Ideal for	Single department or small business	Leveraging enterprise-grade controls ensures compliance and keeps intellectual property protected. Fully audited Workflows and API integration options are also available.
Included workflows	Setup for up to 4 airSlate templates + up to 20 hours of onboarding services	Setup for up to 6 airSlate templates + up to 40 hours of onboarding services
Included integrations	*3rd Party integrations outside of M365 must be individually quoted	
QuickStart onboarding services	30 days	60 days
Additional support & customization	ETUs (T&M)	ETUs (T&M)

Let's Talk! Schedule a quick 30-minute meeting with our team to discuss if this service is right for your business and how to get started!