

Custom Workflows

Work your way but better.

Lien deadlines and notice requirements are complex. Monitoring deadlines and performing the actions to ensure that requirements are met is difficult and time-consuming. The *zlien* Queue™ simplifies the process for you by prioritizing documents, deadlines, and related actions into your Queue. You can approve, cancel, or snooze suggested actions with a single click.

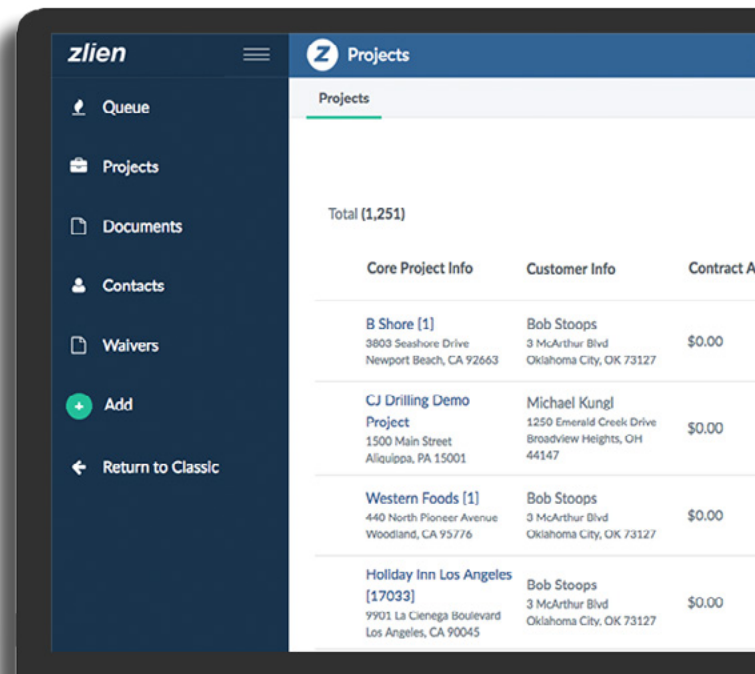
Prioritize Actions

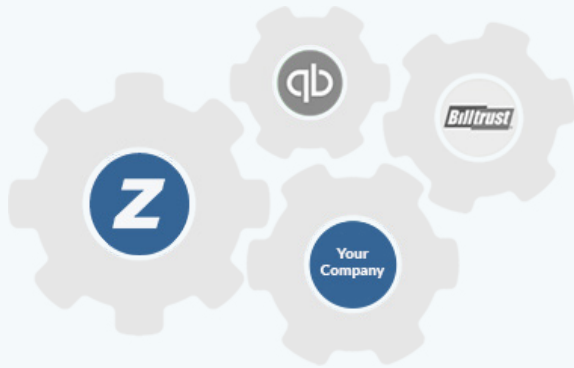
Create Custom Workflows and the *zlien* Queue™ will follow your preferences, enabling you to create meaningful lien and notice policies. Workflows can be structured around accounts receivables or accounts payable data, contract value, document types, branches, lines of business, job type, and more.

Use workflows to determine what goes into the Queue, when it goes into the queue, how long it remains in the queue, and how *zlien* processes it.

PRIORITIZE YOUR QUEUE BASED ON THE FOLLOWING:

- ✓ Minimum outstanding dollar amount
- ✓ AR (how far past due)
- ✓ State
- ✓ Branch





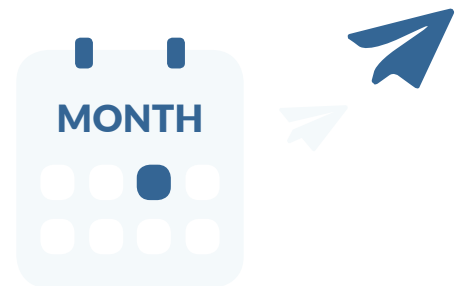
Automation

You can also use Custom Workflows to determine the degree of automation in your notice policy:

- ✓ High Automation: Notices are automatically prepared and sent based on your preferences.
- ✓ Some Automation: Prioritized actions are suggested but you have the option to dismiss actions before the document is prepared and sent.
- ✓ No Automation: Manage all actions manually.

Monthly Notice Queue

zlien's Monthly Notice Queue makes it easy to manage monthly notice requirements in states like Texas, Tennessee, Louisiana, and New Hampshire. The monthly notice queue analyzes invoice aging and populates upcoming notice deadlines.



1

APPROVAL PERIOD

Cancel or approve any notice orders in your queue.

2

END OF APPROVAL PERIOD

Set workflow preferences to either automatically send (Opt Out) or cancel (Opt In) any notices still in the queue.

3

PULL PERIOD

You can pull any ordered notices from the mail batch until 10am on notice day.