

# Solutions Business Manager Process Applications

Micro Focus® SBM is the leading process management platform for IT Development and Operations designed to orchestrate and integrate processes across an organization, including software development, delivery, and operations. A library of configurable workflows powered by SBM includes change management, issue and defect management, release management, service management, contractor management, and employee onboarding. Additional workflows and form extensions are available on Micro Focus Central, a growing user community of IT Development and Operations practitioners.

## Features

SBM process applications available on Micro Focus Central include:

### Issue Defect Management

Issue Defect Management (IDM) application offers a single location for users to submit their issues, receive feedback from support staff, and get notification when the resolution is ready. By automating the capture and routing of logged issues, IDM helps with collaboration, tracking, auditing, and speed of the development process.

### Contractor Management

The Contractor Management application empowers you to govern the entire lifecycle of a contract, resulting in up to 90% savings in the time necessary to move a contract from initial initialization through to execution. By providing an enforceable and auditable process, the Contractor Management process plug-in eliminates manual checklists and also ensures that business, legal, and financial approval requirements are being met.

- Leading process management platform for IT Development and Operations Bulleted list
- Change management, issue and defect management, release management, service management, contractor management, and employee onboarding
- A library of configurable workflows powered by SBM



**Travel Request Approval**

The Travel Request Approval application enables employees to request their travel plans, either prior to booking or even after the reservation has been made. Managers can review the employee's justification quickly and assess the cost and benefit analysis of the trip. Asking for additional information is made easy and speeds the overall approval process.



**Employee Time Off**

The Employee Time Off application tracks employee leave (vacation) requests and employee sick time. This process allows employees to submit both planned and unplanned leave requests into a central location. Employers can easily manage the requests while the employee has visibility into the status—approved, pending, or rejected.



**Test Case Management Sample Application**

The Test Case Management (TCM) application helps your quality assurance team manage tests and test runs. Test cases can be monitored through the workflow, allowing reporting on the status of those tests.



**Federal Employee Time Off**

Using the Federal Employee Time Off application allows an employee to submit vacation or sick time requests. The opm-71 form is integrated, and the form is auto populated throughout the process, easily saved locally, or printed for a paper trail. Requests are dealt with rapidly, eliminating common submission problems, and as a result, managers are informed and time is saved



**HR Employee Processing**

The HR Employee Processing application covers the entire lifecycle of an employee at a company, from job requisition and recruiting to a job offer, offer acceptance, and termination. Candidate data evolves into employee data as a potential employee moves through the recruiting process and into hiring.



**Expense Reimbursement**

This application applies a simple, repeatable process that allows for ownership, accountability, and visibility into the status of each expense reimbursement request. This is preferable to the alternative situation in which expense reimbursements are processed through email, where it is difficult for the submitter to know the status of the expense reimbursement, and in what pay period he or she will be paid.



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### **Subtaskless Voting**

Subtaskless Voting provides a simple voting process that is easy to implement in a current workflow or as a standalone process. Users are able to vote once, and when everyone has voted, the application then routes the item to a passed or rejected state based on the yes or no voting results.



### **Employee OnBoarding**

The Employee Onboarding application allows hiring and department managers to set requirements and track the progress of bringing a new employee into the organization. This process application is extremely flexible, enabling additional requirements and auxiliary workflows to be added to meet the company's organizational needs.



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