Features Any Good Workflow Software Should Provide

- **Easy and quick workflow setup**
  It is great if the system provides drag & drop Workflow Editor. The setup should be intuitive and simple and shouldn't require a consultant to help you through it.

- **Role-based access control**
  Every Workflow Management System should allow customizing what each user can see and edit. In that way, different roles and responsibilities in the company will have different type and scope of access to the tool.

- **Notifications**
  The workflow tool you’re searching for should have the ability to remind all users (mostly via e-mail) and to notify them of upcoming dates, made changes, updated features, approvals, progress, steps and etc.

- **Document integration and management**
  This feature allows all work-related files to be saved and edited. A cloud-based documentation application has capabilities of storage and changes and also some provide chat option between users and team members.

- **Integration with other systems**
  Your workflow process does not exist independently of other business processes and you need to synchronize your projects and activities. The best workflow management software integrate seamlessly with systems like Quickbooks, Salesforce, Google Calendar, Freshbooks, Xero and etc.

- **Full reporting and analytics**
  To be a workflow system effective, it should provide a high level of reporting and analytics. Reports help decision making and optimization of resources.

- **Graphical representation and visualization**
  Graphical interface makes complete sense of the business processes and allows you to see the overall picture in a clearer way. Good workflow management systems should provide graphical simplicity.

- **The flexibility of workflow patterns**
  The system should give you the possibility to tailor a process to your needs. You should be able to model workflows in a variety of ways.