



DocuWare for Large Organisations

SolutionInfo

Scalable, user-friendly, mobile and easy to administer

There is pressure on larger corporations and government agencies to optimise their everyday processes. The availability of documents – regardless of their format or origin - are at the heart of these workflows. With DocuWare, employees can access documents such as accounting records, technical drawings and e-mail; quickly, reliably and securely, from any department or location.

Solution requirements

The successful introduction and use of an Enterprise Content Management system in a large company or organisation requires many aspects of a software solution. The first, and most important aspect is the scalability of the system, how well it can accommodate different organisational units of varying size. Whether it's for central, inter-departmental applications at head office, or for smaller project groups that are working remotely – the solution must meet all of these needs. The ideal solution must have: simple decentralised or centralised administration, customised user groups, and offer features that are easy and intuitive to use for a wide range of users.

It must also give multiple locations and remote employees a way to seamlessly synchronise their documents in order to maintain data consistency throughout the organisation. And no matter where mobile users might be, they need to have access to the system's entire functionality. All of these aspects are provided by DocuWare at a very low Total Cost of Ownership (TCO).

Total Cost of Ownership (TCO)

Even in its standard package DocuWare contains all of the critical elements of professional Enterprise Content Management. DocuWare offers excellent scalability and is easy to use, administer and maintain, which all adds up to its very low TCO. The experience of our customers shows that using DocuWare on a small scale - at one location or in one department - is profitable and a big overall improvement.

Flexible and Scalable

Ever changing numbers of employees or requirements are not a problem for DocuWare. Since the software architecture of this document management system is based on widely accepted standards, it is able to be seamlessly integrated with client, server and other system infrastructure components. Depending on the number of users, DocuWare's server modules can either be installed centrally on a server or distributed across several computers. Load sharing guarantees optimal performance at every workstation.

Benefits of DocuWare



Clearly Structured Administration

DocuWare is always made up of the same components and features – regardless if it's for a mobile user, single client system or a corporate-wide solution. This means its administration remains simple and clearly structured, even as a system expands to encompass new departments, locations and mobile users.

Worldwide and Mobile

Even in DocuWare's basic version, mobile online access is possible regardless of the user's location. With the DocuWare client program, mobile users can access worldwide file cabinets and documents at head office in real-time over the internet, enjoying all of DocuWare's functionality – and it's all secure and reliable.

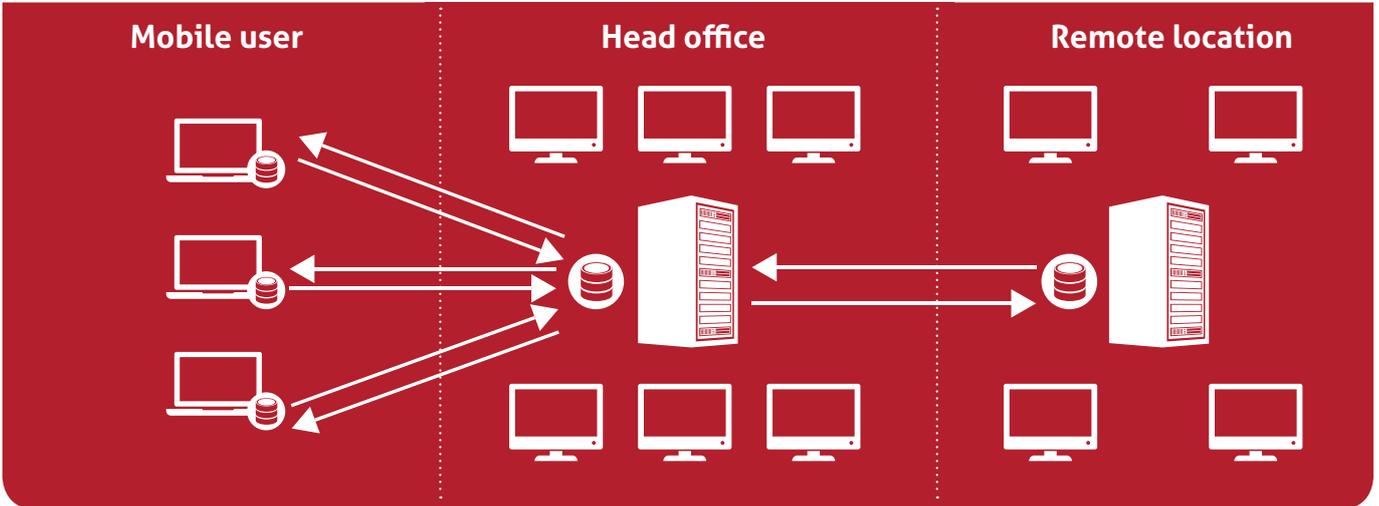


Benefits of DocuWare

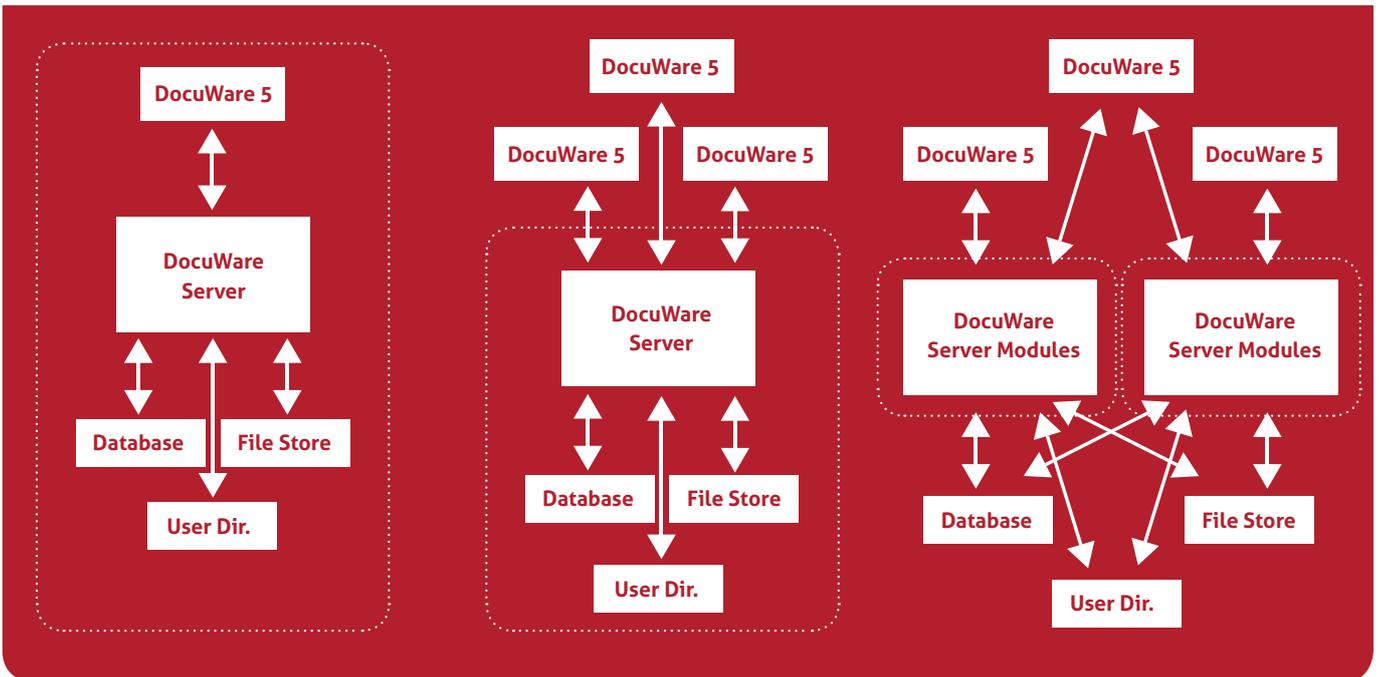
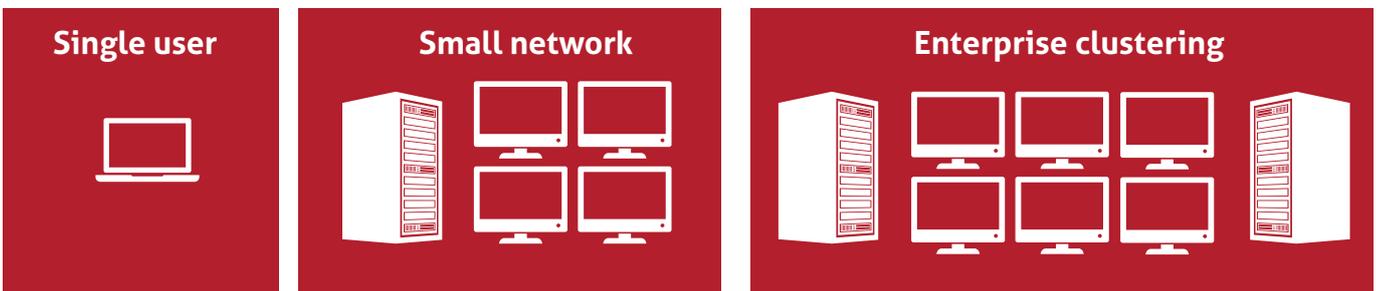
- Available worldwide in over 50 countries and 16 languages
- Very good scalability
- Seamlessly integrates remote locations and mobile users
- Simple administration without need for an extra administrator
- Extremely easy to use and ideal for creating virtual project teams
- All data remains consistent and current, accessible from anywhere
- Simple and reliable synchronisation of data
- Multi-location workflow processes with easy-to-use stamps



Synchronisation with DocuWare: simple, secure and reliable.



DocuWare effortlessly adapts to growing numbers of users.



Integrated Document Management

Security and synchronisation

File cabinets in different locations can be effortlessly synchronised with one another.

With finely-tuned rules, you can determine which documents in a file cabinet kept at head office should be synchronised with those housed in a file cabinet at the company's remote office. This synchronisation can be set up at a predetermined time. This means optimal integration of branches and subsidiaries into the document management system. Notebooks belonging to mobile staff are also synchronised in the same way. This means an employee has all critical documents at hand even while on the road, yet can continue to work offline.

Access security is guaranteed since DocuWare separates user and rights administration, as well as system and organization administration. Data integrity is also ensured through audit trails of all user, administrator and server procedures, as well as double retention of index data in both a database and individual document headers.

Working with DocuWare: simple and independent

Using the system is also a simple matter for any user. DocuWare imitates the tools and processes of the paper world with digital in-baskets, file cabinets and stamps.

A quick introduction without formal training is all that's needed for a user to utilize all of the features offered by this powerful Enterprise Content Management System.

From documents to value

DocuWare enables any size organisation – in any industry – to transform documents into valuable capital. Regardless of format or source, DocuWare automates business processes and workflows by electronically managing and sharing documents. Documents are readily available, where and when needed; one search quickly locates related documents.

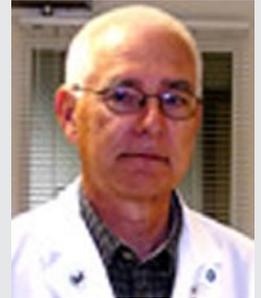


Opinions

Health

“ Once we started using DocuWare, if any of our technicians had a question about a test or combination of tests, they just go to DocuWare and quickly look at the original standing order. This reverification process is now done a lot more frequently than when we were using the manual system. ”

Jerry Crisp, Lab Manager,
Bozeman Deaconess Hospital



Manufacturing

“ The paperless file cabinet administration organisation, sudhoff is simple and effective. We especially use technik GmbH DocuWare for incoming invoices and for filing purchase orders. What used to take up a lot of time, is now being taken care of in the background. ”

Angelika Knauth, Project Manager,
Information Systems, TRW-Automotive



Services

“ DocuWare was installed and running in less time than projected and came in under budget. It has transformed our customer service and claims processing groups. With immediate access to documents, our staff can answer client’s questions promptly. We believe, to this day, that DocuWare is a wonderful product. ”

Jim Walker, Team Coach Document Technology,
Blue Cross Blue Shield of Montana



Government

“ Being able to access the central document pool from all of our locations has vastly simplified our work processes. We can now offer better, faster service across the country and still save in warehouse space. ”

Dimitar Tzvetanov, Managing Director,
Registration Agency of the Bulgarian Ministry of Justice



Education

“ Regarding student records, the benefits are very evident. With DocuWare we no longer have the risk of misplaced files and since we do not need to make multiple copies, we save time and have a huge savings on paper and printing costs.

Olga Estela Quintero García,
Head of the Information Division University of Medellín

”





NASHUA 

saving you time. saving you money. putting you first.

For more information please visit

 www.nashua.co.za
 solutions@nashua.co.za

 /NashuaLTD  @NashuaLTD