

SUCCESS CASE

Expedients' management



Summary:

The BCU implemented ApiaDocumentum to facilitate the electronic creation and administration of the different documentary forms.

Benefits:

• Costs and time reduction

Times and costs are reduced achieving a higher operative efficiency through a simple access to the relevant information, which is translated in quick and reliable decision-taking.

• More organization and communication

The correct distribution of tasks is guaranteed so that the user doesn't work in repeated areas and the arrival of documents is assured to employees. Work time and information flow between the different areas of the organization are optimized.

• Control, security and privacy

It is possible to do an individual monitoring of tasks to know the employees' work amount. The privacy of the information can be restricted, blocked, unblocked and managed according to the specific interests and type of users.

The correct storage of documents and the easy access to information have a notorious influence in the work dynamics and in the decision-taking of any institution. For the case of a state organization such as the "Banco Central del Uruguay" Central Bank of Uruguay these concepts are vital given the importance and amount of documentation in circulation. For that reason, the BCU chose ApiaDocumentum to carry out its project of information.

PROBLEM

The "Banco Central del Uruguay" (BCU) – Central Bank of Uruguay did not have a tool specialized in the creation and management of different documentary forms. For covering that necessity the BCU needed a solution which allowed the creation of documents such as electronic expedients or forms.

Generating internal processes or proceedings, submitting information, registering actions, configuring new documentary forms and new processes with autonomy were some of the necessities of the BCU which were covered through Apia's implementation.

The software had to facilitate and automate the stages of electronic creation and administration of the different expedients facilitating the systematization of the work flows in the different areas.

ApiaDocumentum is the computing tool designed to create and manage business processes and documentary forms, in a quick, efficient and safe way.

SOLUCIÓN

The answer to BCU's request was ApiaDocumentum, which assured the correct organization and management of the organization's information volume and allowed the creation and management of the business processes and documentary forms.

The software was perfectly adapted to the functionalities required by the BCU and the creation of new documentary forms and new processes was released autonomously.

Through Apia it was possible to implement the automatic numbering of proceedings and documents and foliating when printing them. It was also possible to register the numbering of origin in the event that the expedients were generated in other organizations.

The paper support was eliminated through the incorporation of digitalized reports and, for each process, there was the possibility of establishing fixed, flexible or combined routes to speed up the work flow.

The search of documents or expedients was simplified as search engines were enabled through multiple criteria and based on different parameters. Through Apia the control was optimized being able to identify weaknesses in the processes through the statistic reports.

As a consequence of the use of digital signature in each stage of the process, the authentication of users was allowed, which guarantees the integrity and validity of the documents worked on by the user. It is a safe system, where the profiles of access can be differential and a complete register of activities is obtained.

The project included a solution capable of being used by at least 600 users, 100 external users and an undetermined number people who make queries from outside the BCU.



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STATUM is the company which develops Apia, a multiplatform and scalable BPMS product, based on J2EE technology, flexible and of quick implementation, powerful and complete –a unique tool which considers workflow functionalities, processes' definition, graphical and declarative forms, documental management, digital signature, functional monitors, transactional reports, BI analytic models, indicators, performance monitors, applicable to the different industries to implement and manage the organizations' business processes, in a highly productive way. Through Apia, STATUM deals with big corporations and important clients of the region in different sectors of the economy - Government, Telecommunications, Finances, Energy and Industry - through BPMS solutions specific of each industry.