

Enterprise Document Management System For an Atomic Energy Corporation

How replacing several feature-poor document management solutions with a single comprehensive user-friendly system accelerated document-related processes by **23%** on average.

Object

Systems of electronic document management have been with large companies and state enterprises for quite some time now and are there to stay for a long time, too. It also requires more mobility from company managers who spend a lot of time out of office. Being outside the office they need to carry out their responsibilities and lose no time as well as to have a handy work interface with information systems, an easy possibility to solve problems in a fast and timely manner. In order to enable them to do so, a system interface has to be also informative and simple at its best – a manager is supposed to have on hand all the document operations possible.

What are the problems when running a document management system device with a web interface?

■ Mobility

When running a web interface a manager comes across a number of limitations on his freedom of movement – the manager needs to have constant access to the resources of his company and electronic document systems, i.e. they usually cannot handle his documents while on the road, up in the air or at sea.

■ Safety

When having access to electronic document systems via a mobile device it is needed to secure the proper keeping of the information received, transmitted and saved, which may be problematic in cases when running a mobile device outside the office.

■ Interface intuitivity

Web interfaces with access to electronic document systems are often overloaded with functions and are meant for big screens with precise positioning of the mouse cursor. One needs to take his time to interact with the system as well.

■ One access interface

Having several systems of document management at your company, the manager needs to switch between various web interfaces and carry out single operations in each of the systems

The main purpose for developing a mobile client device was finding solutions to the following problems.

Solution

How the mobile client solves the problems mentioned above.

■ Mobility

Application of the mobile client with offline work functions enables you to have access to documents and carry out all necessary operations with them while having limited access to electronic document management systems of the company. All operations done in the system by the user are kept in the application and if there is access to the document management system of the company, are synchronized automatically. Additionally the user is enabled to tune the synchronization intervals themselves.

■ One access interface

Mobile client enables you to unify tasks from several systems of document management, which allows running operations faster with volumes necessary for a manager in one application. In this case one interface is enough, i.e. the interface running tasks from different systems of document management.

■ Interface intuitivity

Interface adapted for use on mobile devices and the availability of just the operations needed enables to process documents in a faster manner and make the interface informative and simple at its best.

■ Safety

The mobile solutions as to the safety of information exchange with electronic document management systems and safe keeping the data disallow access to third parties to the information kept on the device, which is rather problematic when using a web interface. Application of different means of authentication of the user (login/password, authentication with smart cards) enables to secure reliable transmission of user data. Encrypting data bases and files of the user is fulfilled in accordance with GOST 28147-89 (State Standards)

When operating the mobile client, the additional advantages are guaranteed

■ **Handy display and document task operation.** The user is enabled to scroll and change documents in most office formats

■ **A function to save marks on tasks.** The user may leave their own marks which are not seen by other system users

■ **Commenting the tasks to be done.** The user may leave comments as per electronic document management system

■ **Handy search and sorting user tasks/documents**

■ **Launch of new document management processes**

What else can the system do

■ Several languages are available. Localization of forms and elements and their arrangement are kept on the server which allows changing their contents and arranging in a fast manner

■ Handy support to change the responsible person. If the user is outside the office and is not able to carry out their responsibilities at the moment, another user may be assigned to do the task at the push of a button

■ Launch of new secondary work processes and create new tasks either via interface or from a separate tab on processes

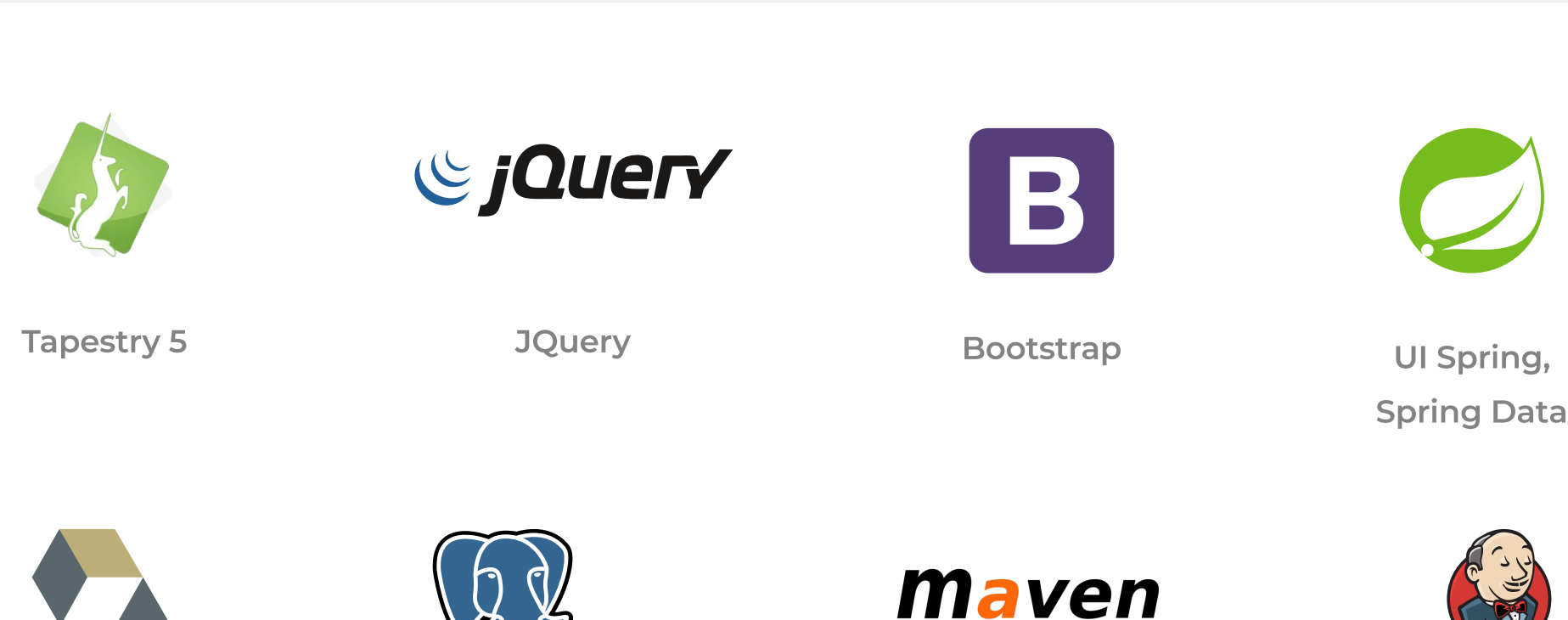
■ Keep selected tasks even after they have been carried out. The user may determine the volume in document management they needs by their own

■ The Drag & Drop handy mode enables the user to move the responsible per tasks. The expander system allows organizing work according to information on tasks providing the user with necessary information only

As a result, the manager's main tasks have been successfully carried out for his superior, whose usual working place was out of reach, the transparency of all working processes, was also observed.

This system may be integrated into different electronic document management systems, corporate calendars, task managers and other systems engaged in working processes.

Technologies



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