AGGREGATE
BUSINESS SOLUTIONS

A F M I S

Overview

This is an Automated Filing and archiving Management Information System. It is a solution developed to automate the archiving of files and documents. This solution makes it safer and easier-to-locate file/documents system. Documents can be uploaded to the system using high-end scanner. The most powerful features includes the search; which allows one to search for documents by remembering any keyword from the document; and the File Movement module which allows a user to search for files and drop on virtual desk of other users.

Benefits

Using a manual file management system, correspondences are filed in chronological order. Correspondence consists of incoming and/or outgoing letters and memoranda in which retrieval depends on remembering the date of receipt or of transmittal. For most people it is very difficult to retrieved Information on the basis of occurrence. Although correspondence may comprise only a small percentage of the total volume of records, it poses the most problems for many offices. Correspondence consists of unique documents which are often difficult to classify. Each office may have a different attitude toward how correspondence should be filed and different requirements for retrieving information from the file system. The above helps us to appreciate (in economic terms) what is lost when operating in the traditional Document Management System, with the filing and retrieval of the hardcopy documents. However, beyond the financial savings that can be derived, the following are inherent benefits of our Automated File Management and Indexing System (AFMIS):

AFMIS

Immediate Accessibility

Traceability

Top-Notch Security

Highly Experienced

Flexible Indexing

Indexing paper and microfilm in more than one way can be done, but it is awkward, costly and time-consuming. Images of documents stored within an AFMIS can be indexed in several different ways simultaneously

Improved Security

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Improved, faster and more flexible search

AFMIS is OCR driven and can retrieve files by any word or phrase in the document - known as full text search - a capability that is impossible with paper or microfilm. AFMIS can also apply single or multiple taxonomies or categorizations to a document of folder that allow documents to be classified and stored in more than one way from. Something which is not possible with paper or microfilm. Imaging makes it easy to share documents electronically with colleagues and clients over a network, by email or via the Web in a controlled manner. Paper documents usually require photocopying to be shared, and microfilm requires conversion to paper. This provides a cost saving by reducing the overheads associated with paper based document distribution, such as printing and postage and removes the typical delay associated with providing hard copy information.

Disaster Recovery

A AFMIS provides an easy way to back-up documents for offsite storage and disaster recovery providing failsafe archives and an effective disaster recovery strategy. Paper is bulky and expensive way to back-up records and is vulnerable to fire, flood, vandalism, theft and other 'Acts of God'

No Lost Files

Lost documents can be expensive and time-consuming to replace. Within AFMIS, imaged documents remain centrally stored when being viewed, so none are lost or misplaced. New documents are less likely to be incorrectly filed and even if incorrectly stored can be quickly and easily found and moved via the full-text searching mechanisms

Digital Archiving

Keeping archival versions of documents in a document management system helps protect paper documents, that still have to be retained, from over-handling and keeps electronic documents in a non-proprietary and native format, such as Microsoft Word or Excel

Improved Regulatory Compliance

The risk of nonconformance leading to fines, a withdrawn license to operate, or in certain circumstances custodial sentences when an audit takes place is reduced and in most cases removed. A combination of security control, audit trails, archiving and disaster recover ensure that an organization is able to authenticate the validity of information stored and demonstrate compliance with regulations and requirements. By implementing the Automated File Management and Indexing System (AFMIS), your Organization/MDA's can gain the potential benefits from increased collaboration (sharing), workflow and better security. As our culture.