



ARCHIFLOW



THE SIAV SOLUTION

for efficient management of all document processes

A Process and Document Management

PROBLEMS

The activities of a company refer to a group of processes, often interconnected, for carrying out company business. **Process management** is an important requisite in order to operate in an **organized, efficient and structured** way, and to be a dominant market player.

The processes that drive a company are characterized by a continuous flow of information of different types, the majority of which are still, to this day, transmitted in traditional paper form, with **inevitable inefficiencies** in their management.

Business Area processes are often directly affected by company management, but as they are hard to define and control, they usually end up being quite inefficient. This leads to loss of business opportunities and to an overall **reduced market competitiveness**.

Process quality, implementation and control can influence **competitive leverage** like costs, response time, and customer satisfaction.

THE SIAV SOLUTION

Archiflow is the solution designed by Siav to allow companies to respond with a **single platform** to all requirements connected to the management of document processes.



Archiflow incorporates a complete **Document Management** solution and a powerful **Business Process Management engine**. It brings together all the tools needed for optimal information organization and accurate document process management in a single suite, integrated with the company's information systems. **Archiflow** allows document management regardless of origin (hard copy or electronic format), resolving inefficiencies related to the circulation of paper documents and enabling the use of tools such as **Digital Signature** and **Certified E-mail**.

Thanks to simple, quick-to-use administration tools, **Archiflow** offers the flexibility necessary for **rapidly adapting** work flow to the increasingly frenetic pace of change set by the market.

Native integration of the **Archiflow** platform with the **Virgilio** and **Cartesio** solutions expands its features in the specific areas of **digital preservation** and **performance measurement**.

Third-party system integration and **application cooperation** are guaranteed by an **open technology structure** that complies with the most common market standards (SOA). Document processes can be managed by orchestrating the interaction of all the applications involved using the features offered by the **Workflow Engine**.

The result is a complete, easy-to-use **Paperless Process Management** system. By **automating organization processes** you can create innovative projects that guarantee an immediate **return on investment** in the space of just a few months.



ARCHIFLOW

transform information into KNOWLEDGE

www.siav.com

REQUIREMENTS

Each company has the **primary objective of long-term success**, which involves adapting quickly to changes in the market (**flexibility**), with policies of continuous improvement (**efficiency**) in order to increase its competitive edge.



Among the essential objectives which a company must strive for to achieve **success on the market**, are containment of costs, increased productivity and the achievement of an adequate quality level. Automation, monitoring and continuous updating of company processes can be leveraged in order to achieve these results and ensure the company stays **one step ahead of the competition**.

Now more than ever companies feel the need for easy and flexible organizational solutions that can help manage strategic company processes indispensable in the **efficient and controlled management** of a proper **customer-supplier partnership**. A well defined workflow, that can be easily adapted to the changing needs of the market, can considerably reduce company costs, at the same time increasing the level of service offered.

Document Management and Business Process Management solutions offer the perfect solution, enabling **information to be transformed into knowhow**, and providing the necessary support for more efficient and organized workflow management. Tight integration with ERP, CRM, Office Automation and Email systems result in a structured solution for the **management of company knowledge**.

EXAMPLE

A company with registered offices in Italy and abroad wants to reorganize its processes for customer documentation by introducing an innovative solution that will improve the company image and increase overall process efficiency, while significantly reducing operational management costs.



The goal is to manage the **Customer's file in a digital format** in order to allow controlled publication in the customer area of the Internet portal. Documentation can be subdivided logically into the following document types, each characterized by different access policies, management methods and integration with company information systems:

- Correspondence: cooperative management, fax-email-CEE integration
- Offers: procedural management, CRM integration, versioning
- Orders: procedural management, CRM-ERP integration, digital signature
- Invoices: procedural management, ERP integration, digital signature
- Technical Reports: cooperative management, CRM integration, versioning
- Test Reports: cooperative management, CRM integration, digital signature

Archiflow provides operators with a complete tool capable of managing the work process of each and every practice and automating the composition and sending of specific communications, whenever necessary. Tight integration with company systems allows access to documents archived directly by the ERP and CRM application interface. By accessing the reserved section of the Internet portal customers can monitor the progress of activated processes at any moment, and consult their own digital file on line.

| Open System.

Archiflow can support complex mechanisms of application cooperation, guaranteeing complete integrability with company information systems. The use of XML-based standards, through Web Service architecture (Service Oriented Architecture), enables the easy, secure management of interoperability between different applications.

| Innovative Tools.

Archiflow natively integrates all innovative tools made available by legislators (Digital Signature, Certified Electronic Mail, Timestamp) for proper and efficient management of electronic documents with legal validity. The ergonomics of the application interface, available in desktop or web modality, was designed specifically to make such tools easy and quick to use on a daily basis.

| Process and Cooperative workflow.

Archiflow integrates a powerful procedural workflow engine with which you can govern document processes efficiently and securely. In the case of highly unstructured processes or in the management of exceptions, the procedural workflow may be supported by a cooperative workflow in order to guarantee maximum flexibility while respecting deadlines.

| Security of the Document Archive and Digital Preservation.

Archiflow guarantees the security of document archives through the use of advanced technologies based on the Public Key Infrastructure (PKI) model. Native integration with the Virgilio digital preservation solution means the legal validity of electronic documents is maintained over time.

| Scalability and Reliability.

Archiflow is a modular and scalable platform that can accompany the company's growth process, maintaining the same technological base. Load Balancing, Cluster Application and Disaster Recovery technologies mean optimal performance and the availability of service can be guaranteed at all times.



IMPROVE YOUR BUSINESS AGILITY

