



is a software for document management that natively integrates a powerful

workflow module.

This software allows you not only to digitally manage the documents archive (documents can be easily found and shared, thus reducing paper use), but also to use them in a process: with the WORKFLOW module the process guides every user through specific TASKS (actions to perform) that come directly on the user's desktop. Other information available for each process is also document type, notes, actions.

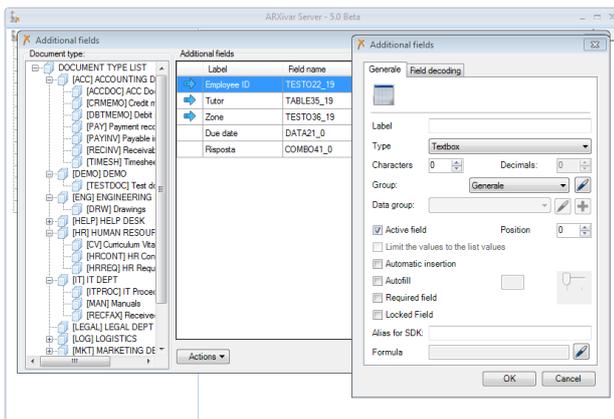
THE PROJECT

There is a huge number of documentation which must be subjected to a series of formal and context checks within companies that provide leasing, financing or other financial services.

ARXivar can speed up and better times and operator activities.

DOCUMENTS REQUIREMENTS

The goal of this phase is to prepare a list of documents for a leasing or financing request. For any document you will set type, origin (customer or template) and time validity.



Times, import modes and privacy settings are defined for each document. All these settings will be specific for every type of financial service provided.

DOCUMENT COLLECTION

The goal of this process is to simplify the collection of documents by the operator. The focus is on documents validity, signatures or other data of the template. All this documentation will create the binder.

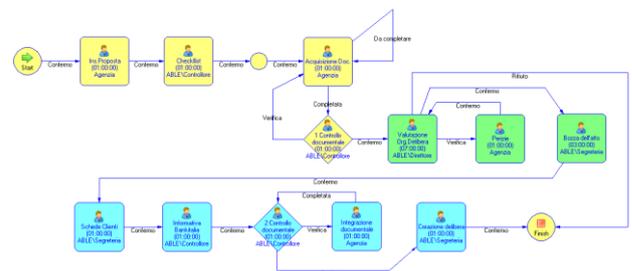
Scanning can be done as soon as the document is collected or postponed. The use of separators or barcode (mono or bi-directional) allows scanning in a massive way.

You can also directly use ARXivar integration with multifunctional systems.

The system can search the documents of the request that are still valid, thus avoiding duplicates.

CHECK AND APPROVAL

The process starts: depending on the type of service, good and other variables, the process involves the right departments.



It is important to highlight the fact that the different departments will have access to documentation following specific privacy settings.

CUSTOMERS PORTAL

Potential customers can access the company portal to see documentation, missing documents, and advance status.

This guarantees transparency towards the customer and allows quickly interaction with any person involved in the process.

Access to information and documents is protected through privacy settings.

Any tool provided by ARXivar can be integrated in third part portals that can dialog through web services or WCF (Windows Communication Foundation).

FINAL CHECKS

When the binder is approved, the folder is checked once again before the final archiving.

During these activities you can also complete the scanning of the documents.

After the final checks, the binder can be archived, and the access is guaranteed by the document system.

EVENTS MANAGEMENT

During the life cycle of a binder there might be events where the immediate access to information and documents is essential to provide the best service. Times for recovery of the archive are often unacceptable or not compatible with requirements. Furthermore, many events are subjected to management processes that can be easily moved into the workflow system.

This guarantees full tracking of the event, in every path and management times.

CHANGES AND DEADLINES

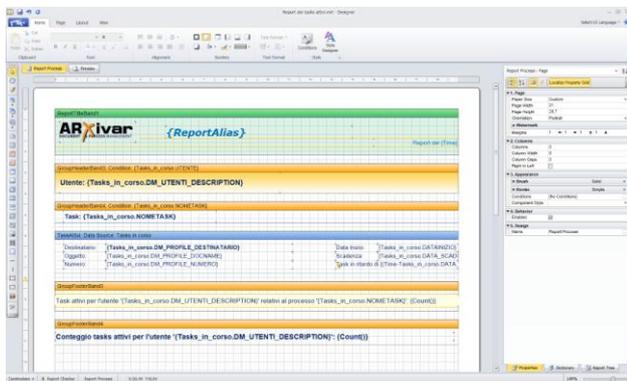
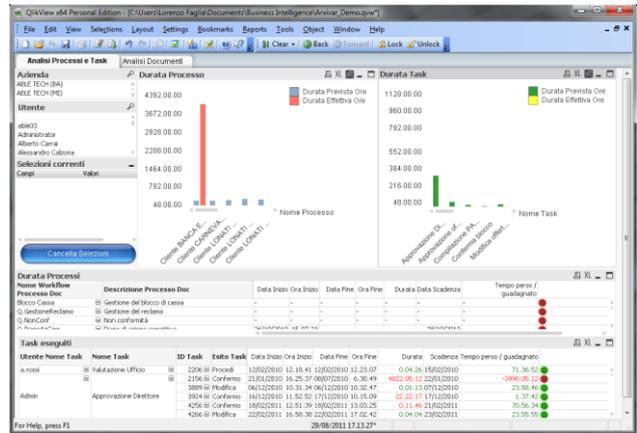
Two important events for a binder are changes and deadlines.

Above all in the first case, the process functionalities cover any integration or renewal of the documentation.

REPORT & BI

Any procedure described above is checked through a report tool that allows process supervisors to verify execution times and workload.

Other report types can be easily created to meet specific analysis requirements.



Integration with business intelligence increases the possibilities, allowing the creation of a management console for any process created.