



Electronic Document Management

The question of storing paper documents in tenancy files, property files, or in both has been a long running issue for housing organisations. Academy Electronic Document Management (EDM) is an intelligent, web-based solution embedded within Academy Housing, allowing documents to be indexed against both the property and the tenant.

Academy EDM provides fast and easy access to vital information. Advanced functionality delivers a powerful solution to store, manage and improve the efficiency of document storage, handling and retrieval processes.

Academy EDM is a web-based solution, accessed anytime, anywhere. When coupled with Academy Workflow, a complete business process management tool is created, catering for all requirements and providing a full end-to-end solution.

The use of intranets, extranets and the World Wide Web further enhance the ease of use. The range of features in Academy EDM ensure that staff time is more effectively allocated, staff productivity is improved and workloads are more manageable.

Key functions

Document scanning

Documents of any size can be scanned into Academy EDM through a range of additional features, such as barcode recognition. Scanned documents are sent in pdf format and existing documents can be converted to pdf format. Documents can then be routed to the correct user for indexing and storage.

Information access

Academy EDM ensures documents are quickly stored and easily retrieved, saving significant staff time when searching and retrieving documents and ensuring the smooth and accurate controlling of documents when they are received.

Business continuity and disaster recovery

Electronically stored documents protect against the threat of disasters such as fire, flood or terrorist activity. Data is backed up and held on various electronic media. For further security, data can be held off-site. Academy EDM is an integral part of any disaster recovery model and helps ensure business continuity.

Configurable

Academy EDM is easily customised and highly configurable. Academy EDM can be extended to move and grow with changing business needs and document management requirements.

Key functions

Version control

Document control, including version control, audit trail and document security are all part of Academy EDM. Version control enables documents to 'issued', edited and 'returned' as a new version, offering complete control and visibility over all versions of the document, whilst ensuring the original document remains intact.

Microsoft Office integration

Integration with Microsoft Office enables documents to be created in standard formats (including Microsoft Word, Excel or Outlook). These can then be seamlessly stored in Academy EDM.

Data conversion

The automatic file import facility converts and imports data into Academy EDM, making information more readily available to Academy Housing users. Images and text can be stored and viewed, allowing a document to be viewed in its entirety. This high level of integration ensures all information within Academy EDM can be easily accessed and displayed.

Work groups

The creation of 'work groups' allows Academy EDM to create access controls. Different security levels can be assigned to each group, improving the security and authenticity of information. A full history on who amended a document, when and why, is available via the audit trail. Document retention and disposal policies can be replicated into Academy EDM for further control.

Integration with Workflow

Academy EDM's integration with Academy Workflow allows work item indicators and simple document processes to be created to aid document sharing. Work item indicators are sent to notify users of documents awaiting approval. Key processes can be replicated and automated, enabling documents to be passed through all the necessary stages and groups of users. Reports on information in any element of the system are also enabled.

Benefits

- Eliminates the need for paper-based filing, reducing the amount of floor space required
- Allows for easier document retrieval and improves access to information
- Enables data to be quickly and easily stored, indexed and retrieved
- Allows users to quickly identify all relevant information and documents
- Ensures that the most current and correct information is always used
- Coupled with Academy Workflow, Academy EDM offers a complete business process management tool
- Effectively allocates staff time and improves staff productivity
- Protects against the threat of disasters such as fire, flood or terrorist activity
- Data can be easily backed up and held on various electronic media or even off-site
- Access to Academy EDM is available anytime, anywhere
- Customers see a tangible improvement in the interaction they experience with staff.