



Avily's DMS

Document and process
management system.

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Less paper,
less costly way to
manage documents!

Imagine a software that allows managing document-related processes easily and working more efficiently by centrally storing all incoming, outgoing and internal documents. Imagine that this software helps to perform in a quite shorter time practically all routine document management and administrative tasks. The Avilys (eng. Beehive) Document and Process Management System helps to perform all this and much more. Avilys can play its role in organization of almost any size since it can be tailored to specific needs.

The Avilys document management system can be used as:

- a standalone system helping to manage the whole life cycle of organization's documents, from production to archiving, and thus is essential for core processes in the organization;
- a backend system integrated with core systems of the organization, supporting core systems with a document management function;
- an enterprise content management platform for development of specialized applications.

In daily business Avilys means: **Easy to use, Transparency, Control.**

Highlights of Avilys

- Centralized storage and archiving of documents.
- Electronic documents and electronic signature.
- Automated workflow processes.
- Graphical process modelling.
- Substitution of employee and document transfer.
- Templates of documents and reports.
- Bulk operations with documents.
- Versioning, tracking history, audit log.
- Multiplatform architecture and integrity.
- Flexible integration with external systems (API).
- Easy system administration.
- Optical character recognition (OCR).
- Automatic file format conversion.
- Periodical reports by email.
- Full text search, personalized searches.
- Advanced security: document accessibility and staff confidentiality levels, restricted visibility of organizational units and staff.
- Warnings on confidential document export.
- System customization options.



Main functionalities

Centralized storage and archiving

- Storage of all documents in one place
- Archiving of the old data
- Disposal after retention period
- Reports
- Search and export of search results

Document registration

- Registration of incoming, outgoing and internal documents/records
- Classified documents storage (registers, cases, themes, etc.)
- Document routing and assigning executors
- Grouping related documents
- Automatic registration stamp
- Optical character recognition (OCR): proprietary, open source software with a possibility to use ABBYY OCR engine
- Document capture by scanning, uploading from email, FTP, file system, other systems (API)

Task management

- Tasks assignment (related to the document or not)
- Integrated substitution of an employee
- Control of task execution
- Assigning a supervisor for task completion control
- Interim results of task completion
- Reminders

Meeting planning and organization

- Submitting of agenda topics
- Compiling and obtaining approval of the agenda
- Inviting meeting participants and sharing meeting information, linked to documents in the DMS
- Announcing and observing the meeting progress in a real-time
- Taking the minutes (templates, spell-checking)
- Searching for the minutes

Process management

- Process design and management tools
- Graphical process modelling (drag-and-drop)
- Synchronous and asynchronous process modelling
- Predefined process schemas, actual process path preview

Document preparation

- Document preparation, approval and signing (automated workflow)
- Using approved templates for document creation
- Creation of complex and large volume documents (group-work)



Contract management

- Contract preparation, approval and signing
- Using approved templates for contract preparation
- Grouping contracts and documents
- Management of contract execution stages
- Contracts' values, terms and status
- Due date tracking and reminders
- Automated workflow

Legal acts management

- Preparation and coordination of legal acts in the same manner as other documents
- Management of actual versions of legal acts, expiration dates and related amendments
- Automated inclusion of changes
- Separating of legal act content into divisions, chapters, etc.
- Publishing legal acts on a website
- Submitting of legal acts to the appropriate legislation registries

Management of electronic services

- Creating and publishing service descriptions and application web forms on a website
- Transferring service application data automatically to a DMS for execution
- Control of a service execution process
- Providing service execution status automatically from a DMS to a service recipient

Resource management

- Resource reservation (meeting room, car, multimedia equipment, etc.)
- Tracking of disposal materials like office supplies
- Resource planning, avoiding allocation conflicts
- Reviewing, approval and canceling reservations
- Resource returning control
- Reminders on unreturned resource
- Generating statistics

Procurement management

- Compiling, approval and signing of applications
- Compiling an annual procurement plan
- Linking data according procurement groups: works, services, goods
- Linking contracts to procurement applications
- Monitoring execution of a procurement plan

Project management

- Registering a project
- Assigning a project team and its leader
- Linking files, documents and tasks to the project
- Assigning tasks to a project team

Other functionalities

- E-documents and e-signature (acceptance, verification and registration, preparation, approval and signing by electronic signature). * This functionality should be customized according to the laws of individual country.
- Consultations management (administration of consulting information and providing consultations, ordering consultations).
- Knowledge database management (linking database data to tasks, accumulation of knowledge for task execution, search for knowledge data, copying links, videos, tables and formatting text , sending the generated page by email).
- System administration (user and access management, build-in tool for report creation and modification, tool for creation and modification of electronic forms for entering and displaying a document, organizational structure and other settings).



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