



Confluence®
Document Management Solution

25
uti
years

Go paperless. Today.

Expand your horizon. Diminish work amount.
Manage your information in the shortest time possible.

Now you are ready.

The companies competitive race in nowadays business environment implies fast access to information.

Daily, decisions must be made fast, as managers need information in due time.

Daily, employees must focus on those activities which bring added value. But, for this to happen, useful information must be accessible.

However, according to statistics, 8 of 10 companies face daily difficulties, due to the fact that information flows heavily and it is sometimes inaccurate.

Thus, too much time is wasted to find and resend relevant information. Money is spent to multiply and post documents.

Sometimes, information is dispersed or lost. The high volume of documents, the lack in their organization and redundant information bring daily important financial losses to companies.

// STRUCTURED

// FRIENDLY

// SECURE

// ADAPTIVE

Why CONFLUENCE®?

CONFLUENCE® solution has been conceived as a collaborative and document management tool, which allows the unitary and integrated management of documents, as well as their flow within the organization, ensuring and certifying data confidentiality, as requested within the organization.

The solution incorporates dedicated modules for document and workflow management, for the human interaction within the company, for users' administration and their roles within the system, as well as for the administration of the activities within projects.

The modular structure and the web interface allow an ergonomic exploitation, therefore making the solution user-friendly.

The incorporated security concept ensures data protection and confidentiality. No datum is lost, no document is accessed by unauthorized persons and no information is altered in an irretrievable manner.

The information is structured, easy to find and to manage.

By a dedicated module, the solution allows document creation, visualization, editing, and deletion, as well as the attachment of comments or annexes.

No operation is realized uncontrollably, each user having access only to those documents or being allowed to realize only those operations for which he is authorized.

Moreover, simultaneous operations regarding the modification of documents are controlled, so that errors don't occur.

For a better organization and subsequent fast search, the documents which enter the system are systematized according to various classification degrees, while various key information (metadata) are associated to them.

It is also possible to define documents lifespan, so that any document with a special regime, which, according to law, must be kept a certain period of time, may now be better managed with CONFLUENCE®.

Any operation done on a document generates a new version, which is kept with the afferent key information - author, versioning date and hour. A document's entire history will be found in the system.

The complete evidence of the official documents, from upload until their destruction, is kept with a registry specific module.

The collaboration is smoother and the activities, easier to track.

Not only are the documents more accessible, but also the human factor may interact and collaborate more easily. In CONFLUENCE®, the succession of specific activities for a project or for a certain work, while the employees' roles are clearly defined and automatic.

The delegation of tasks may also be performed automatically and it is followed up. Thus, the bureaucratic discomfort is eliminated and the work environment is improved. In any moment, the status of a document or of an activity, what types of changes have been done or who worked on the documents can be known.

On one side, employees receive clear responsibilities and deadlines, and thus, dissatisfaction reasons, generated by confusion and lack of communication, are eliminated.

On the other side, the human factor is better managed in projects; the tasks are followed up in a centralized progressively, while employees' performance or errors are easily noticed by the management team, who can act accordingly.

The processes are optimized, the feedback is faster and the effects may go up to the improvement of the relations with clients.

The transparent work environment is safer also.

By using CONFLUENCE® no document is lost, but transformed, without altering the information. All operations realized on documents, as well as all users and system administrators actions are logged, the access to the content of journals being restricted for unauthorized users. Besides controlling the access to documents, CONFLUENCE® also provides support for their protection, through encryption and/or through electronic signature. The electronic signature provides the authenticity and integrity of the information, as well as of the realized operations.

Decision makers have access to statistics and indicators.

CONFLUENCE® allows monitoring overloaded resources, and also the minimal and maximal time needed to solve a task, as well as certain activities with high resources consumption, or those which cause bottlenecks within the system.

If certain activities are not realized in due time, the users on superior hierarchical levels are notified within the application, or via e-mail. Thus, the managers can decide to reallocate, to expand or to diminish the tasks and resources, depend on the employees' work amount. they can also improve an operation flow based on the follow-up information.

The administration is easier and does not require external resources.

Based on an advanced design concept, the solution may be easily implemented, so that the companies should not undergo long analysis or implementation periods, or waste time in preparing themselves to pass to the new application.

Being a web-based solution, no significant investments are required for the infrastructure. Subsequent administration is also very easy and may be realized safely, by any company with in-house resources.

Administrators may define users and groups of users, establish roles and differential permission levels, or may edit hierarchies and organizational structures. The application has incorporated an auto administration facility, through which users may update personal information (contact data, identification and localization data), thus disburdening the administrators.

Even so, administrators may benefit from solid local support and fast intervention.

Reliability and safety - one single word: CONFLUENCE®

Developed according to the Workflow Management Coalition international standards, the solution has a strong technical base and a modern development technology (Oracle Database and J2EE). The solution may manage large amounts of documents and various operations on them, as well as complex activity flows. Moreover, it can be adjusted for different type of companies, of different sizes. The flexible architecture and the development and support team's availability allow also an ulterior expansion, on demand, with specific functionalities, requested by the client.



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