

# WILKEN ECM SUITE

The core idea behind Enterprise Content Management (ECM) is to support organisational processes and assist in working with documents.

An ECM system includes functionality of **document management systems (DMS) for digital archival** and **extends these with technologies such as process- and workflow management.**

The most important factors in deciding for such a solution include the amount and variety of legacy information and overhead required. This is particularly important when dealing with complex processes with many individuals involved. In principle, the size of the organisation is not on its own decisive. Every organisation exhibits different internal processes and thus has different requirements when creating, editing and managing documents.

A properly integrated DMS/ECM solution greatly simplifies workflows.

#### MODULES OF WILKEN ECM SUITE:

- ✓ Modern document management
- ✓ Digitisation of documents including OCR
- ✓ Revision-proof archival compliant with legal requirements

It identifies and removes vulnerabilities through centralised document storage and fully automated task assignment to everyone involved in any given process.

Wilken ECM Suite is designed to be employed in national and international organisations and institutions that wish to rethink the management of electronic documents, data, records, and processes – from document management to legally compliant (revision-proof) digital archival to workflow-supported operational management.

- ✓ Digital files (personnel, volunteers, clients, mobile assets...)
- ✓ Comprehensive security concept

Wilken ECM adapts to organisations of any size – from small teams to large, complex corporate structures.

Employment of Wilken ECM not only brings quantitative benefits. It also improves the quality of workflows. Staff save time through optimized and faster access to data and are therefore more motivated.

In decentralised organisations, data can be accessed from any location. Search effort for the right data is reduced significantly and information statuses are unified throughout the organisation.

- ✓ E-mail archiving including full integration in MS Outlook
- ✓ Integrated procedure management

## WILKEN ECM SUITE

### YOUR BENEFITS FROM USING WILKEM ECM SUITE:

- ✓ Easy, fast, and location-independent access to a uniform repository of data
- ✓ Optimised recoverability of data and in turn improved response capabilities
- ✓ Consistency in the creation and modification of documents
- ✓ Accessibility of all current states of documents and data – anytime, anywhere
- ✓ Full legal compliance of digital archival saves material and storage costs
- ✓ Protection from unauthorised access through a flexible security concept
- ✓ Transparency through comprehensive versioning and modification control
- ✓ Integration in legacy processes – no additional application needed
- ✓ Acceleration of business processes and optimal usage of resources
- ✓ No cross-media disruptions
- ✓ Automation and standardisation of business processes

### WILKEN DIGITAL INVOICE RECEIPT

Wilken ECM SCAN is the convenient solution to quickly and automatically capture, separate, classify, index (automated or manual), and store paper documents in any archiving systems or forwarded them to other process or workflow management systems. Barcodes allow for easy separation of individual documents. Batches of documents can be automatically processed with Wilken ECM SCAN in a single operation.

### WILKEN DIGITAL ARCHIVE

Wilken Digital Archive allows you to manage large volumes of documents and ensure rapid recoverability of individual pieces of information. All documents are stored in compliance with data protection and revision-proof archiving regulations and include defined access rights.

Existing archive material can be easily integrated. Duplicate documents and different versions are controlled for automatically by the system.

### WILKEN DIGITAL PERSONNEL FILE

When working with personnel, documents and personal data – no matter in which form – are an essential ingredient of the task. This includes the application, assessments and holiday requests and more – in short, all information concerning the personal and official relationship between the employees and their employer as far as they are related to the employment. Wilken Digital Personnel File optimises your human resource workflows. It integrates by default with all popular payroll systems and simplifies accounting processes. A comprehensive safety concept ensures maximum security of the system and your data.

### WILKEN WORKFLOW – AUTOMATED PROCESSES

Wilken ECM Process Manager is the tool for the flexible and efficient mapping of office processes of any kind. It is tightly connected to the functions of Wilken ECM for the management of electronic documents and digital files. It unifies processes, data, and modern means of communication.

Processes and procedures that were previously complex and expensive can be automatically managed in digital form through defined workflows. Because the requirements are different in all application environments, Wilken is collaborating with multiple technology partners to provide tailor-made business process solutions (BPM).

