axians

Infoma ▶

Electronic File

The integrated filing solution

CITIZEN SERVICES **24/7** OPEN

VINCI ENERGIES

Integrated for optimized processing procedures

The electronic file allows you to file, search for, and edit documents from your normal work application. This means documents can easily and cleverly be organized into files, managed, and even stored in a DMS system or archiving solution.

Advances in digitization also offer municipalities excellent opportunities to successfully master the challenges of the future. Implementing a consistent digitization strategy thus allows them to handle tasks more quickly, more efficiently, more economically, and above all in a more citizen-friendly way.

Electronic file processing is one of the most important elements of digital administration. Its advantages are clear: It helps reduce the pile of files, increase processing speeds significantly, and optimize processes.

These are great reasons for Axians Infoma to integrate relevant departmental files – for finances, taxes, enforcement, or other topics – into your financial accounting. It allows all of the documents generated in these areas to be stored in the correct electronic departmental file automatically. This allows your company to digitize paper-based processes. Processing of internal and external documents – from citizens, for instance – can also be handled in Infoma newsystem. The Infoma newsystem processing context allows for direct access to specific files, eliminating tedious searches.
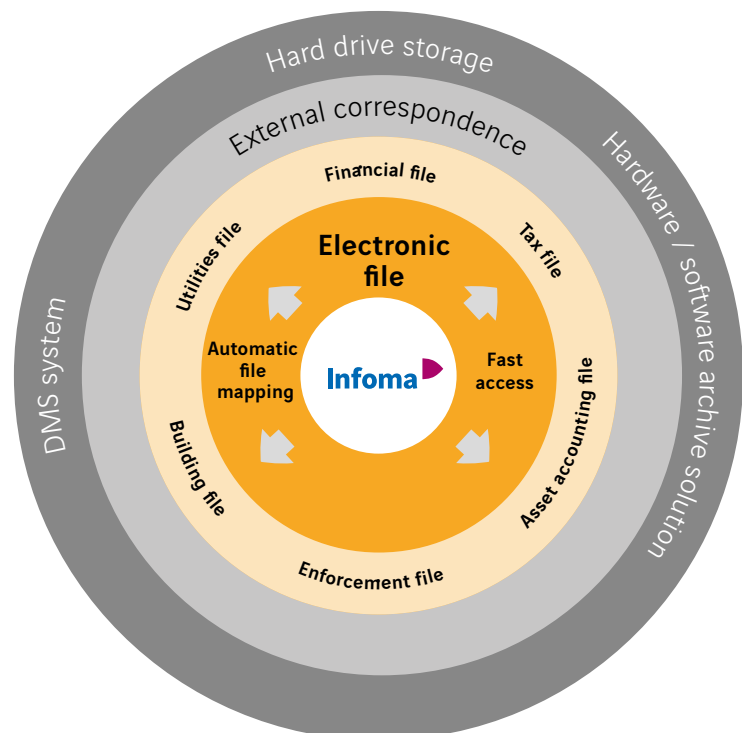
Digitization of paper-based business processes
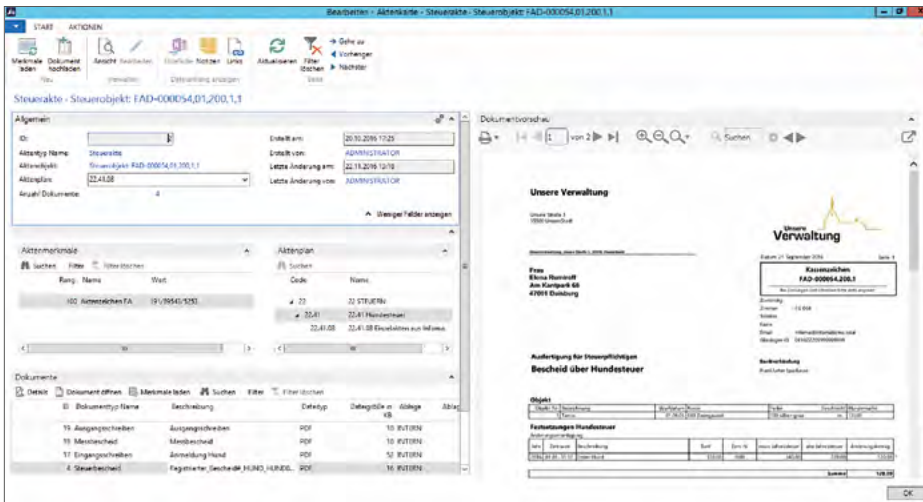
Tax file with preview of tax assessment

Electronic file

Transfers all documents created in Infoma newsystem automatically for filing and management in electronic departmental files, such as financial, tax, enforcement files, etc. Developed as an integral component of Infoma newsystem, the electronic file provides you with reliable and efficient process support in your everyday work, including processing of external and internal documents and quick access. Available options include tamper-proof archiving of all document types – such as incoming invoices, tax assessments, and much more – with custom mapping of archiving periods and other legal regulations for each document type.

BENEFITS

▶ **Informative**

- Obtain information quickly, simply, and directly in Infoma newsystem with a custom filing structure

▶ **Paperless**

- No traditional filing work or paper-based systems

▶ **Intuitive**

- All work completed exclusively on your regular interface

▶ **Efficient**

- Fully automated file configuration in Infoma newsystem based on filing plan and / or classification system

▶ **Flexible**

- Use the file with or without an existing DMS system or hardware / software archiving solution

HIGHLIGHTS

▶ **Simple**

- Direct display of and access to files and documents within Infoma newsystem

- Add other documents to the file via drag & drop

▶ **Comprehensive**

- Available throughout the solution as an integral component of the specific module

- Complete access to the business logic of master data to access authorizations

▶ **Automated**

- Fully automated file storage in the system

- Documents created in Infoma newsystem filed without media disruptions

- Documents automatically assigned to different files

– Optional tamper-proof archiving in any DMS system or hardware/ software archiving solution

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