

# **W**AYDOC

**Document Process Organization**

## GENERAL DESCRIPTION

Document and process management is essential to the good performance of institutions and reflects their internal organisation. The existence of large volumes of information from both internal and external sources increases the risk of information loss, the difficulty in quickly accessing information and its physical location, and makes controlling the flow of information more difficult.



## GENERAL DESCRIPTION

The Implementation of the document management system **WAYDOC** is crucial for any organisation, allowing information to be managed on the basis of:

- Identifying types of documents being used and their quantity
- Creating a document classification model
- Defining a general archive model
- Defining rules for accessing documents
- Defining rules for requesting originals
- Creating a timetable and defining the document circulation model between archives (current, intermediate and permanent)
- Defining rules for document hygiene and retrieval
- Defining rules for the physical conservation and handling of documents
- General filing recommendations
- Awareness-raising activities on the importance of filing

# GENERAL DESCRIPTION

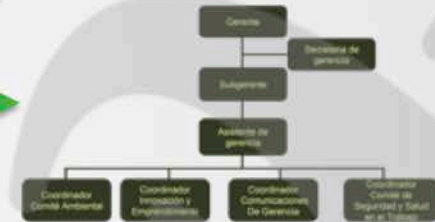
RELATING DOCUMENTS WITH BUSINESS CONCEPTS



IMAGE AND INFORMATION OF DOCUMENTS



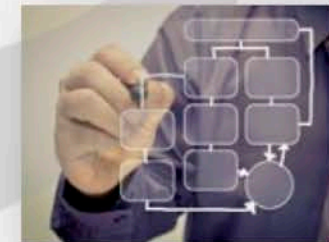
ORGANISATIONAL STRUCTURE



RELATING DOCUMENTS WITH PEOPLE AND ENTITIES



MANAGEMENT OF INFORMATION FLOW AND ACCESS



DIGITAL DOCUMENT REPOSITORY



REFERENCING TO THE PHYSICAL DOCUMENT STORAGE

## GENERAL DESCRIPTION

Throughout the process of implementing a document management system certain parameters are established, namely:

- ✓ **Organisation of archives** (physical and digital)
- ✓ Document **classification attributes**
- ✓ **Retention time frames** for documents (physical and digital)
- ✓ **Locations** where particular documents should be stored
- ✓ **Rules** for accessing and using files and documents
- ✓ **Procedures** related to document management (e.g., request for originals, deletion, etc.)

## THIS MAKES POSSIBLE

- ✓ The Definition of **Methodologies**
- ✓ The **Procedural Management** of Documents
- ✓ The **Workflow Management**

**RESULTING IN**

- ✓ **Practical, efficient and modern archive creation, maximising efficiency in Organisations**
- ✓ **Fast and fluent information guaranteed**
- ✓ **The possibility of inter-agency connections with a unique technological platform**

# WAYSOLUTION

FILE | TECH | DOC | GOV  
Global Content Management



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