



nameJS



CENTRALISED SOLUTION



PERSONALISED APPROACH



WIDE FUNCTIONALITY



SUPPORT



16,000 USERS

WHAT IS NAMEJS?

Namejs is an Enterprise Content Management (ECM) software that allows several institutions of one organisation to work simultaneously in common environment and which is suitable to manage large amount of correspondence, contracts, orders, meetings, procurement projects and other documents, as well as for automation of document flow. The key to success of Namejs lies in simplicity of its use across a complex and advanced functionality. A convenient and simple internal and external team work is the value that ensures a creation of joint ecosystem alias information space of the industry.

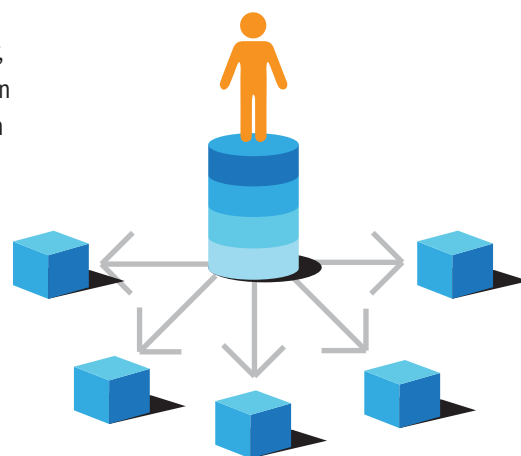


Centralisation of solutions

It is often the case that affiliated institutions each work with their own or independent solutions, however, Namejs provides that these institutions can work with single centralised solution or in a single information space without interrupting and impacting work of institutions, but, if necessary, allowing to cooperate with each other.

This allows institutions to cut costs, such as:

- Maintenance expenses, as maintenance and upgrades have to be provided only for one solution;
- IT staff expenses as the number of required employees is lower and they can be trained instead to administer and configure a centralised solution;
- Infrastructure purchase and maintenance expenses including those of the standard software, as each institution does not require its own server resources, those can be added in case of necessity when the number of users and amount of data increases.



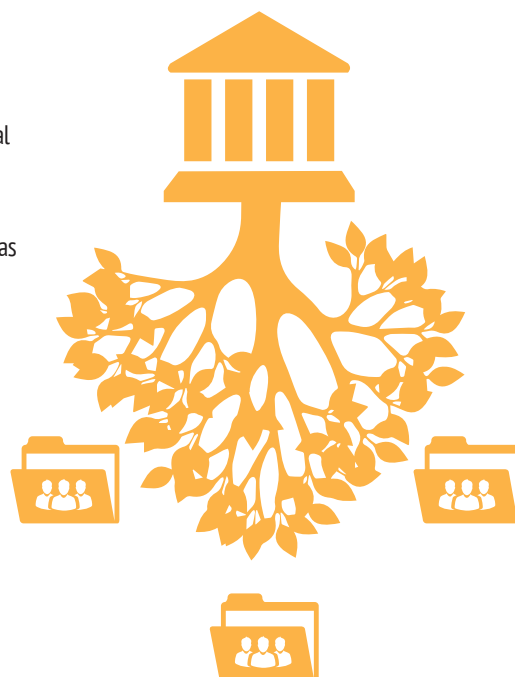
Organisation of information flow

A centralised solution allows institutions to organise their information flow in centralised as well as decentralised manner. In case of centralised information flow documents of an institution (or even several institutions) reside in common information space and users can access documents depending on their roles and access rights. Organizations may choose instead to put their data in a separate spaces and thus ensure all their documents are accessible exclusively inside the organisation. A hybrid option is possible as well when part of the information flow is centralised while each (or some of) the organisation has its internal information flow.

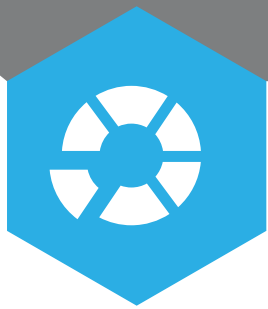
Advantages of integrated information space

Advantages using a centralised solution or integrated information space are as follows:

- Unlimited number of linked institutions / organisations work in a single information space;
- Institution has its own working environment in an integrated system;
- Safe and timely information flow inside the institution and between institutions;
- Reduced amount or completely eliminated flow of paper documents between employees;
- Transparent and traceable decision-making.



NAMEJS FEATURES



FUNCTIONS



TOOLS



INTEGRATION



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REQUIREMENTS

Functionality of Namejs

Document management – Namejs allows to organize documents, arranging them in folders, document types, projects etc. Organization is enabled to create new document types and configure metadata fields of the document card as suitable.

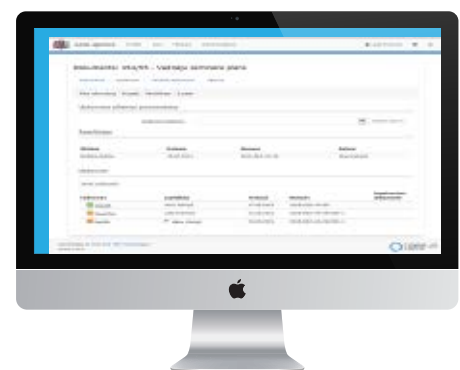
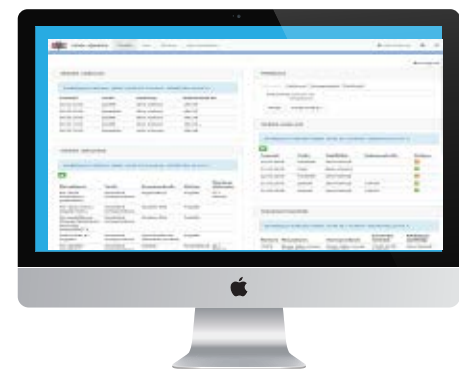
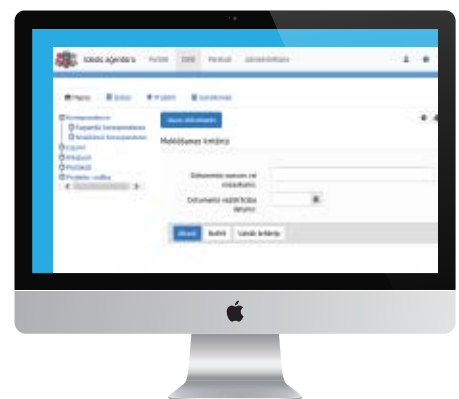
Document numbers – to index a document appropriately (in line with requirements of an institution) it is possible to set for the given folder the format of the document number, e.g. year + separator + index + separator + number. Once a number format is created all new documents of the folder will get the numbers of appropriate format automatically.

Personalised portal or working environment – a user can create his own working environment from Namejs functional blocks to allow performing his/her daily duties as efficient as possible.

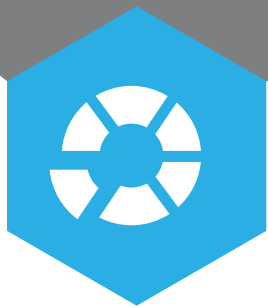
Management of meeting documents – helps to create meeting agendas and minutes, attach materials of meetings and working groups, work with documents during meetings, take decisions about matters discussed during meetings, also by electronic voting.

Task management – document flow is organised through resolutions, tasks and task flows. All task related data is available to involved employees in portal blocks: Current tasks, Assigned tasks, Tasks to be approved, Tasks of a subordinate, Tasks of manager etc.

Mobility – authorised user can access Namejs anytime from anywhere and from a number of devices including PCs, tablets and smart phones.



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Document templates – to optimise work it is advisable to use document templates that include the necessary text and information from the fields of document card. Using templates to generate documents save time and allow for better quality of documents.

Versions management – the system ensures team work with documents: the newest version of a document is provided for work and editing, at the same time the system saves the version history thus allowing to monitor the changes introduced in a document.

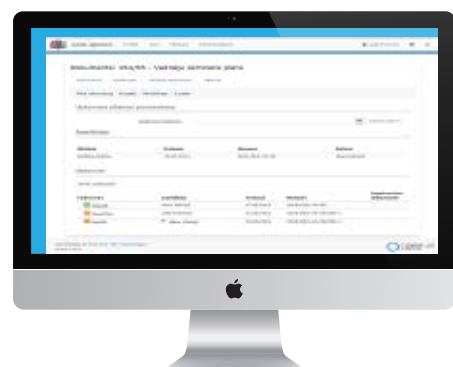
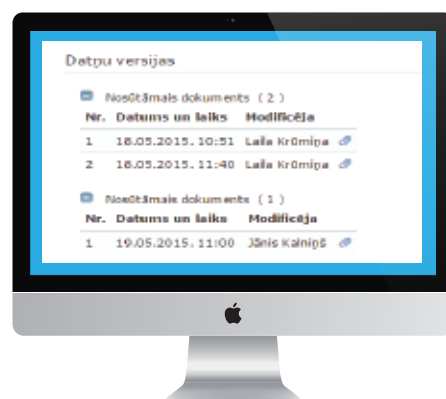
Search – the system provides both basic and advanced search; basic search is suitable in most cases and allows to create search request with minimum effort and thus save user time; advanced search allows to define the user request more accurately.

Control – users are enabled to follow the execution progress of tasks and documents (of their own and those of their subordinates) thus allowing to better comply with execution deadlines. Notification e-mails can be received upon completion of tasks.

Reports – the necessary summaries can be obtained using Namejs reporting functionality that works asynchronously and thus does not impact Namejs performance even when processing large amounts of data.

Manager's workplace – a manager's workplace allows to issue resolutions and tasks quickly, to preview the attached files, to accept completion of tasks and sign documents. Manager can use draft resolutions prepared by manager's assistant simply accepting or refusing them.

Absence management – Namejs uses employee absence data to automatically delegate tasks assigned to the absent employee to another one.



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Tools

Process automation – workflow automation tool allows a user without specific technical knowledge to configure and thus change the document flow.

Scanning – built-in scanning function allows to scan and save documents automatically.

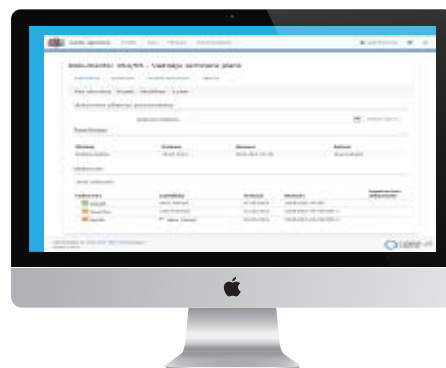
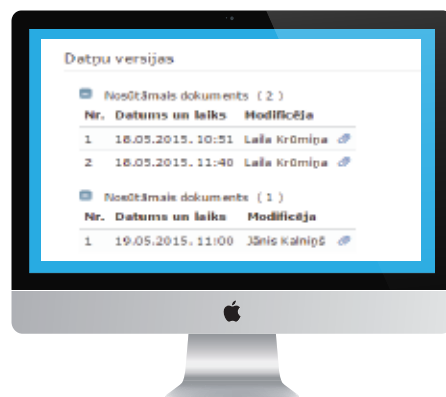
Electronic signature – using a built-in functionality it is possible to sign documents instantly (when creating) using a safe electronic signature. One can sign even several documents at the same time. Namejs automatically validates electronically signed incoming documents, saves the validation results and converts them to a format for easy viewing. In addition, it is possible to sign documents using the system's electronic signature that is provided for internal documents and do not cause additional costs.

Use of web browsers – Namejs is a web application and supports use of latest versions of Microsoft Internet Explorer, Google Chrome, Mozilla Firefox and Apple Safari.

User management – user has access to documents in line with user's role and access rights. Active Directory is used to allow for an easier management of user rights.

Configuration – using a built-in administration module users can fine tune Namejs to business processes of the organisation, create their own processes, document cards, document types and other parameters.

Support for file types – Namejs enables users to open files of various types directly from the system using external browser applications (MS Word, Excel etc.). New file types can be added by administrator if necessary.



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REQUIREMENTS

Integration

Integration with Microsoft Office – Namejs allows creating and editing MS Office documents directly from the system. It is possible to export search results, folder listings etc. to MS Excel for a further processing.

Integration with scanners – it is possible to integrate the system with majority of the most popular scanners. Local as well as network scanners are supported.

Integration with e-mail – the system is integrated with e-mail to notify users about events related to tasks, terms etc., to enable capturing and sending documents via e-mail.

Integration with third party software – it is easy to integrate the system with third party software, for example, HR system to receive information on absence of employees.

Integration with mobile devices – Namejs is a web application and is OS and device independent. Namejs can be used on PC, tablet or smartphone (iOs, android, windows).

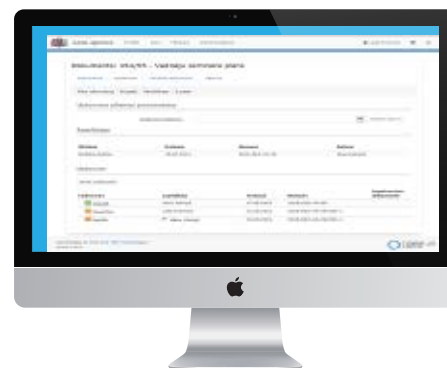
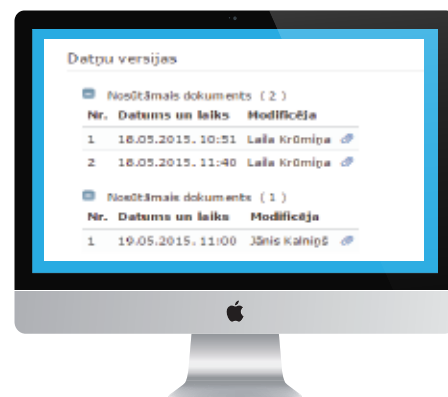
Support

Simple use – Namejs is simple to use, with a convenient, user-friendly and intuitive user interface, and with a broad an advanced functionality that allows performing all document flow related tasks.

Documentation – Namejs documentation includes wide range of materials starting with user and administrator manuals up to the training materials to perform specific tasks.

Support – we provide on-line help desk, issue reporting tool and consultations.

Trainings – we provide different training programs: administrator, expert, employee, manager and train-the-trainer program . The training program can be tuned to the specific needs of the client.



NAMEJS FEATURES



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REQUIREMENTS

Technical requirements

Namejs is a web application, it means that all the Namejs software is located on servers and user does not have to install anything on his/her device.

The only additional software User might need on his/her device is one that would allow processing the necessary attachment files. This could be MS Office, if the organization works with MS Office documents or Adobe Acrobat Reader to process PDF documents.

Software of user's work station:

- Microsoft Windows or Linux;
- Microsoft Office 2007, 2010;
- Latest version of modern browsers (e.g., Internet Explorer, Fire Fox, Google Chrome etc.);
- Adobe Acrobat Reader.

If you do not have your own server, we can offer you cloud services.

With a small number of users and small amount of processed documents, it is possible to operate DVS Namejs on one server; however, with the number of users and amount of documents increasing, application and database servers have to be separated.

Software of applications server:

- MS Windows Server Standard;
- SSL certificate;
- MS Windows Server CAL – according to the number of users.

Software of database server:

- MS Windows Server Standard;
- MS SQL Server Standard.

For assessment of the necessary infrastructure please consultat us at info@namejs.lv.



For Management

The goal of manager is to obtain the necessary information to make a quick and intuitive decisions, to ensure continuity of work process, to perform daily tasks quickly anytime and from anywhere.

Functions to support manager's work:

- Manager's view or short resolutions form allows for quick issue of resolutions;
- Use of draft resolutions prepared by an assistant reduces the time spent by manager to process documents;
- Approval of work tasks allows for better monitoring of task progress of the staff;
- Signing of documents directly in the system reduces the time spent on processing of e-document;
- Monitoring of task progress of the staff;
- Work from any place, anytime, from any device as well as mobile access to documents: 24x7.

For Clerks

To allow clerks to focus on the main tasks it is necessary to take away from them the functions that can be completed by the software or involved employee him/herself.

The daily work of a clerk in an organization that does not use IT to manage document circulation process is related to communication with customers who need to clarify the status of their documents quickly, with employees who need to be reminded of document completion deadlines approaching, with daily processing of documents: indexing and providing for review to management and sending of documents.

Namejs provides the following functions to optimise the work of clerk:

- Monitoring the progress using the block "Control", tracking the progress of document processing from the document card entry "Tasks", tracking the progress of employees' tasks;
- Namejs document templates enforce standardisation – use of correct texts and forms;
- Use of templates for frequently used task flows ensure correct execution of processes;
- Quick and detailed search allows employees to find the necessary information without making clerks an information desk.

For Business Representatives

Business representative is a person who sets the rules of the document flow in an organisation: employees of Administrative departments, elsewhere clerks or IT staff perform these functions. Regardless of the position these employees are responsible for implementation of paperless office therefore it is important for them to have means allowing to add new processes and expand the system on their own without involving IT staff.

Namejs administration and configuration tools allows:

- Expand solution with new institutions;
- To create new registries and documents;
- To add new templates;
- To create new user groups and roles and assign rights;
- To create new work flows.



For administrators

Namejs features important for an administrator:

it is not necessary to install and configure the system on user's workstation, the system has a high level of safety and users' activities are traceable, configuration of the system can be performed without developers' assistance.

To support Namejs administration:

- It is not necessary to involve developers to create new registries, document types or flows, this can be done easily using Namejs administration tools;
- Flexible platform and integration standards ensure easy integration with third party systems to prevent re-entry of information;
- High level of safety;
- Namejs scalability ensures that it is possible to add new institutions and users, expanding the infrastructure appropriately;
- Using of multilayered administration model allows that administrator of an institution can manage and configure parameters of his/her own institution only;
- Document Repository is designed for fast speed on large amounts of documents and large volumes of user requests;
- Access rights can be configured in the way administrators are used to: an organisation has user groups, user groups have roles assigned to them, roles have access rights assigned to them and users belong to user groups;
- Authentication using Active Directory.

For affiliated institutions

Institutions of one department often have to exchange documents, jointly develop documents and forward letters from one institution to another, as well as within joint work groups.

Affiliated institutions often have to exchange documents be it when multiple parties are involved in creating a document or sending documents to another organisation or collaborating in work groups. Usually e-mail or conventional mail is used to exchange the documents. Namejs can be configured so that all affiliated organisations use one common information space. This enables organisations to exchange documents by copying them between the organisation folders or by granting an involved organisation access to a shared document

The following functions support these processes:

- Forwarding of documents, resolutions, tasks from one institutions to another;
- Management of meeting documents.



BENEFITS



CONTROL



MOBILITY



EFFICIENCY



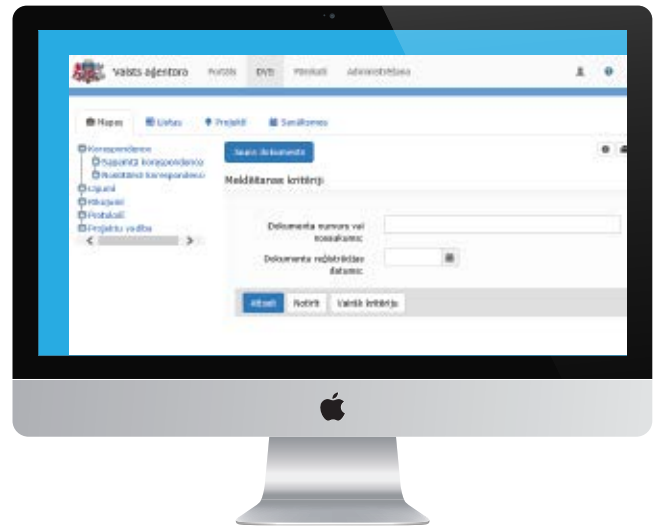
TEAM WORK

Control

Namejs has a rich set of features allowing to monitor the progress of work in an organisation. The manager has means to monitor the current status of documents and tasks and a number of options to drill down to details if necessary (e.g. – search and history records).

Related Namejs features:

- Portal blocks “Documents under control”, “Current tasks”, “Tasks of subordinate”, “Assigned tasks”, “Tasks for approval”;
- Notifications;
- Search;
- Document version control



Efficiency

Namejs may be used to support the organisations business processes “as is”. It would be much better though to think about how to use Namejs to make document flow more efficient. Namejs implementation might be good reason to do some business reengineering exercise. This might free employees from performing unnecessary functions thus shortening the task execution times and reducing costs.

Related Namejs features:

- Workflows
- Templates
- Version control
- Electronic signature
- Creation of draft resolutions
- Batch approval of tasks
- Batch signing of documents
- Manager’s block of tasks
- File preview



BENEFITS



CONTROL



MOBILITY



EFFICIENCY



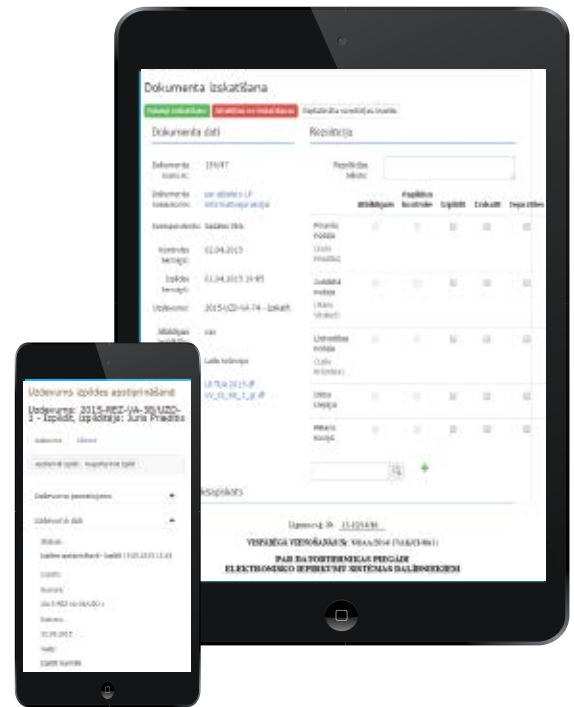
TEAM WORK

Mobility

Namejs allows an authorised user to access organisation's documents anytime, anywhere and from any device. This is important in particular for managers as they can use tablets or smartphones anytime (e.g. while out of office) to monitor the progress of work, delegate tasks and make good decisions faster.

Related Namejs features:

- Web application – available anywhere;
- Supports tablets and smartphones without additional installation and licensing;
- Easy configuration of IP addresses Namejs is available from



Teamwork

Namejs empowers an efficient team work as it provides means to set and enforce appropriate rules for document and task flow through an organisation. Thus it is not common to have several employees making changes to the same document at the same time. Namejs uses document versioning to save all changes even if they do. To support teamwork Namejs allows users to review documents during meetings and take decisions and to receive notifications on actions they are supposed to take. Mobility provides an additional benefit for team work as it ensures quick delegating, coordination and approval of documents anytime and anywhere.

Related Namejs features:

- Version control;
- Workflows;
- Templates;
- Electronic signature;
- Electronic signature;
- E-mail notifications;
- Meeting management;
- Electronic voting.





The Ministry of Agriculture and subordinate institutions work in the following fields:

- Agriculture
- Rural development
- Food
- Veterinary
- Forest industry
- Fisheries

Before implementation of Namejs

- Previously the Ministry used a system with limited functionality and during the course of time its performance degraded;
- At each structural unit of the Ministry different systems were used, therefore the electronic team work was difficult;
- Some types of documents were registered with the electronic spread sheets or paper registries of structural units.

Challenges

- The number of structural units at the Ministry and its departmental institutions is high and the institutions are geographically spread;
- Large amount of documents processed daily and high number of employees involved in the processes;
- Complex internal and external communication processes;
- Necessity to optimise and automate routine work.
- Komplicēti iekšējās un ārējās komunikācijas procesi;

As a result of implementation of Namejs

- The Ministry of Agriculture, its subordinate institutions and structural units have been united in a joint information environment, thereby ensuring a safe, quick and time and resources-wise efficient information and document flow at the entire field of agriculture;
- Management of organisational processes (tasks, control, coordination) is fully ensured;
- Information processing in one system has been implemented in the entire field;
- Continuity of work processes – the system can be used from any place in the work with Internet access, as well as it can be used with any device;
- Endorsement and signing of documents is legally correct;
- A client-oriented approach has been implemented – information from the client service centre reaches the system immediately;
- Automatic and electronic life cycle of all documents, flow and flow of information, documents and e-services;
- Ensured standardisation of organisational processes – document flow, task management, meeting management, event management and control – within an institution and the entire field;
- Support of unique business processes of each institution is ensured;
- Doubling of information is prevented;
- Integration of information space with other information systems (Human Resources system, Client management system, Financial management system etc.);
- Decision-making and document management process has become transparent.

Implemented solution

- The created solution is a joint and safe information space of the Ministry of Agriculture and all structural units – a digital working environment that ensures automatic and electronic flow of information, document and e-services at the Ministry and six subordinate institutions and their structural units in Latvia.
- Implemented indexing of documents;
- Implemented document flow;
- Implemented document flow between institutions;
- Automation of implemented processes;
- Implementation of electronic signature;
- Integration with e-mail;
- Special control created to trace the Cabinet of Ministers' documents;
- Namejs is integrated with the client management solution;
- Namejs is integrated with the ERP system.





Riga East University Hospital is a multi-profile treatment institution in Latvia that ensures diverse diagnostics and treatment of patients, as well as performs scientific work and develops innovations, ensures training of young specialists and implements measures of social education and health improvement. The hospital includes six in-patient hospitals „Gaiļezers, Oncology Centre of Latvia, Biķernieki, Latvian Centre of Infectious Diseases and Centre of Tuberculosis and Lung Diseases, as well as Pathology Centre.



Before implementation of Namejs

- Previously Hospital used an old system with limited opportunities of use, during the course of time its performance has become low and it had no producer's support;
- After hospital centralisation, it was necessary to cooperate with other in-patient hospitals that was not possible without a centralised solution;
- Without management of meeting documents, it was complicated to trace decisions taken during board meetings and their implementation.

Implemented solution

- Implemented indexing of documents;
- Implemented document flow;
- Implemented automation, generation and coordination of documents;
- Implementation of electronic signature;
- Implemented electronic management of board meetings;
- Implemented integration with e-mail and scanners.

As a result of implementation

- All six in-patient hospitals operate in a joint information environment;
- Management of organisational processes (tasks, control, coordination) is fully ensured;
- Continuity of work processes is ensured – the system can be used in any place in the world with Internet access;
- Endorsement and signing of documents is legally correct;
- Ensured standardisation of organisational processes – document flow, task management, meeting management, event management and control – within the entire Hospital;
- Doubling of information is prevented;
- Decision-making and document management process has become transparent.





The Jelgava Municipality includes 13 parishes: Eleja, Glūda, Jaunsvirlauka, Kalnciems, Lielplatone, Līvberze, Platone, Sesava, Svēte, Valgunde, Vilce, Vircava and Zaļenieki parish. Each parish is divided in rural territories and villages.

Before implementation of Namejs

After the regional reform that brought together 13 parishes in the Jelgava Municipality it was a challenge to work in a coordinated manner. Initially, transportation of documents from parish boards to municipality administration was performed by transporting them and coordinating via e-mail. As a result, it was difficult to trace processes, processing of documents was time-consuming, as well as sometimes documents were lost or delayed during transportation. Therefore it was challenging to provide inhabitants timely and qualitative services.

Implemented solution

Namejs was implemented step by step in line with priorities of the Jelgava Municipality: starting with indexing of correspondence, preparation of resolutions and transferring work tasks to executors. Indexing of other document types was added gradually.

In the next stage, meeting management was implemented at the council meetings and the process of document development and coordination. As the last stage, the electronic voting was implemented at the council meetings.

The following options were implemented:

- Analysis of information flow in the Jelgava Municipality was performed, creating descriptions of business processes for municipality information and document management processes;
- Automatic processing of received documents;
- Automatic processing of documents to be sent;
- Development, coordination, planning, registering, publishing of agenda of the council meetings at the municipality website www.jelgavasnovads.lv and use of information;
- Electronic process of the council meetings, including electronic voting;
- Processing of the staff information;
- Processing of documents related to procurement procedure.

