

Business Process Improvement with ECM



Integration into an existing environment of applications



Torsten Ecks
Sales Manager
CiBS Germany, 2008

www.cibs.de

CiBS on Digital Ship Cyprus 2008

Example of memory requirements of documents



- 1 organiser takes 500 sheets of paper
- you need some 70 organisers to store 35.000 sheets of paper, that is 6 metres of storage rack
- digital archiving is much more handy:
- 1 document b/w (e.g.PDF) – 50kb
- 1 CD ROM with 13.000 docs/pages, 650MB „contains“ 26 paper organisers
- you can put 50 metres and more storage rack space on a normal portable harddisc 😊

Some figures to think about



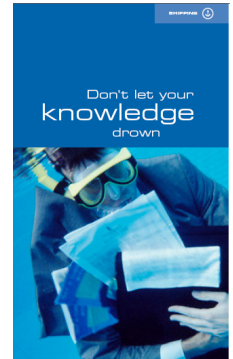
- on the average 3% of all paperfiles get lost, the costs to restore a lost paperfile averages out to € 100,00
- each sheet is copied 5 times on the av.
- mismanagement of docs costs approx. 40-60% of working time, 20-45% of payroll and 12-15% of turnover
- the average manager spends 4 weeks a year with waiting for documents – a whole month of working time!

More figures to discuss



- 10-30% of access to docs is in vain because docs are filed incorrectly or under revision
- it costs more than € 20,00 per missed file to find it somewhere (if you find it at all), costs for interruption of workflow unaccounted
- with an ECM or DMS information can not get lost anymore

Experiences of users



- 42% of users report bigger benefit than expected (GIGA/AIIM-study 1997)
- „Document management accounts for one quarter of an organizations total labor costs.“ (Xerox Corporation study)
- efforts for retrieval and reproduction reduce extremely
- data was save even in case of disasters like fire, water, a.o.

Excursion to an example



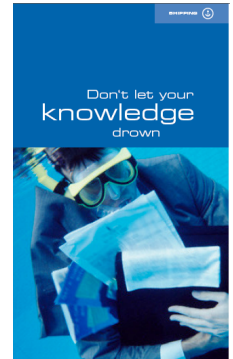
Your advantage with CiBS and ELO:

- Create a central knowledge base
- Structure unstructured data
- Access information instantly
- Automate business processes by workflows
- Prevent loss of data/information
- Integrate your ships into your data management concept
- Save time and money
- Meet security needs and legal requirements
- Get the competitive edge
- Do **ECM** (**E**verything **C**an (be) **M**anaged)



Supplementary services

- scanning of drawings, manuals and other documents by CiBS up to size A0 and even bigger and full color
- technical documentation/writing
- handbook management
- training and support
- programming
- What else can we do for you?





- Thank you very much for your attention.



CiBS GmbH - Kornkamp 26 - 22926 Ahrensburg - Germany
+49-(0)4102-6662-0 - www.cibs.de - ecks@cibs.de

