

AKROPOLIS**Improving the organisation of work within Akropolis Group with document management system Avilys****The Challenge**

Akropolis Group, a real estate and shopping centre developer, operates shopping and entertainment centres bearing its brand name, which are located in Vilnius, Klaipėda, Kaunas and Šiauliai as well as land lots in Vilnius, Kaunas, the capital city of Riga in Latvia, the Estonian city of Narva, and Bulgaria's capital Sofia. The group owns several companies that employ around 100 people.

The group's document storage system had limited functionality and was clumsy to use. It would take long to search for documents, and documents found had no adequate links with other related documents. The system had no function of document receipt feedback so there were no guarantees that the appropriate personnel did actually read the necessary documents. A decision was therefore made to introduce a comprehensive document management system that would be user-friendly and have all the functions, which are necessary for day-to-day work.

The Solution

Sintagma UAB offered to implement the document management system Avilys (*the Hive*) for Akropolis Group. Thanks to this system, the staff of the organisation can prepare documents in a more convenient way by using document templates readily available, having them approved, endorsing and signing them. The system helps register and store all of the documents that the organisation receives, sends as well as in-house documentation, scan them and make their soft copies that can be presented to responsible persons or groups of them for reading or execution as well as assign tasks and generate a variety of reports.

The flexibility of the document management system Avilys allows customising it to the needs of every organisation based on its structure, function allocation, nature and volume of documents created and received. In the process of project implementation, specialists from Sintagma and Akropolis Group assessed the specifics of managing documents in this organisation and designed a process to register and store them, tailored to the client's needs. A decision was made to introduce a uniform documentation plan for all of the group companies so that documents are registered and filed under the uniform documentation plan rules.

Client:

Akropolis Group
www.akropolis.eu

Activity:

Real Estate Management

Employees:

About 100

Project period:

Year 2009



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The Results

The implementation of the document management system Avilys as developed by Sintagma has led to the attainment of Akropolis Group's targets of facilitation and acceleration of managing, inputting, searching for, reviewing, updating and storing the organisation documents.

Managing client contracts became more efficient due to automation of data transfer from the financial management system (*Microsoft Dynamics NAV*) directly into contract templates. This eliminated the need to enter the same financial data of a contract at several sites. The modules of Avilys that have been implemented in the organisation provided a possibility to have a comprehensive history of activities and events and draw miscellaneous reports.

The Benefits

The introduction of the document management system Avilys has resulted in structural arrangement of Akropolis Group's management processes. The company's staff is aware that documents are scanned for the general system and, if necessary, the required document can be found quickly and easily without bothering the colleagues. From now on, the organisation stores all of its documents in one place (the central document room) and certain individuals have been assigned to be in charge of them.

Avilys has facilitated the process of making and managing contracts between Akropolis Group and its clients. The document management system comes with templates of contracts that Akropolis Group typically uses and the details stored in the financial management system are entered into them automatically. On top of that, Avilys helps keeping track of contract expiry dates and the system notifies responsible persons of approaching expiration of respective contracts.

The expanded document search functionality offered by Avilys provides a possibility to look up the information required among all of the documents stored by key words or parts of words both in the titles and the text of the documents. It is also possible to look for the necessary information both among recent versions and archive documents.

This secure document management system, fluent day-to-day document processing processes and the possibility to access the entire necessary information directly from the workstation enables Akropolis Group to save its employees' time and work with clients and partners more efficiently and with a higher degree of flexibility.

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