Registry management

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Overview and control over the circulation of documentation in the company

It seemed that in the digital age, working with documents and information in them would no longer be a problem. The paper has changed to zeros and ones. Everything is on the web, accessible anytime and anywhere. Any information can be found. And yet …

As time goes on and the volume of data grows, it turns out that the key will be how we can sort, classify, and store information so that we can use it effectively and be able to find exactly what we need. But it is necessary to have order in the information for that.

1.

Receipt or creation of a document

- Initial registration of consignments or internal documents, thus becoming registry records (RR).
- Defining attributes and metadata of the RR.
- Assignment of RR for processing to another user – processor/compiler.

2.

Registry record processing

- The file keeps RRs that relate to the same thing. The system allows the processor/compiler to create new files.
- The processor/compiler includes the new RR in the existing or just created file.

☑ **Simple, clear, and user-friendly environment**

☑ **Quick orientation in documents**

☑ **Transfer of registry records to the State Archive**

☑ **Managed access for external entities**

3.

Processing and closing of the file

- The system enables the approval of RRs according to the company's business rules.
- When processing, it is often necessary to send RR outside the company.
- The system allows you to record the sending of RR.
- If the case to which the file relates is processed, the processor/compiler closes the file.

4.

Preservation of the file in the organization

- After a specified time, the processor/compiler hands over the closed file to the registry administrator to the registry center.
- The system allows searching and access to files and RRs for as long as their company employees need for their activities.
- The system supports the overview of borrowing physical files through the management of borrowings.

Whether we admit it or not, our company also struggles with a load of documents, both paper and electronic. Despite our efforts to store them systematically, we always end up with a big number of directories with different names and even more different content. After a while, the orientation in them becomes confusing, so we rely on searching over the entire content of our "C". But it does not always work out. In the age of digital transformation, information is one of the most important assets of companies.

The winner is the one who can correctly classify, store, share internally, and quickly search for them. That is why the best solution is to introduce an information system for the administration of the registry. Although it will not force you to have order in the documents, it will significantly make it easier for you to achieve this goal.

In response to the issue, we have developed the **Information System for Registry Management – MindREC**.

Benefits of the solution

5.

Controlled decommissioning

- Unnecessary files that have expired may be discarded with the consent of the State Archives.
- The system allows the registry administrator to generate a list of files to discard.
- After completing the decommissioning procedure, the registry administrator simply generates a SIP package, which is electronically submitted to the State Archive.

✔ Individual approach

We prefer an individual approach to clients, and we want to customize the product to your needs.

✔ Consulting

Advice and assistance with the implementation of registry processes, development or updating of internal guidelines (registry rules and registry plan), support in communication with the State Archives.

✔ Training

Training of system administrator and users, including the provision of system manuals.

✔ Support and maintenance of the solution

Solution as a service

In case of interest, MindRec can also be provided as a service without the need for investment in the solution.