Document and Workflow Management System
eBA Document and Workflow Management System

- eBA Document Management System regulates corporate memory of an organization or establishment and helps preparing for a safe and healthy future. In other words, this system enables creating, keeping written and visual elements such as information, paper, document that are issued throughout lifecycle of companies as well as offering safe and fast online access to such information. In short, we can define it as paperless office management system.

- eBA Workflow Management System is a process development platform that enables quickly transferring work processes to electronic automation and integration with other corporate applications as well as increasing profitability of enterprises and extending process oriented work concept. We need workflow systems for standardizing, optimizing, fastening and automation of corporate processes. Such systems make smart documents and forms and enable management of those on electronic environment.
Paperless Office

Improve your company’s efficiency with workflow, document and digitization management

- eBA Document Management enables fast paperless office transformation with eBA Capture and eBA Workflow modules and you can share and monitor online all your work processes and corporate documents.

- Thanks to eBa Document Management, you can create corporate memory and online in-house circulation of such documents via eBa Workflow as well as quickly transform all physical documents into electronic documents with eBa Capture.

- You can improve your process performance by assuring standardization and automation of work processes. This will allow reducing process costs and contribute effective use of corporate resources.

- eBA allows developing work processes that can be easily integrated with existing operational systems. The customizable layer allows fully compatible operation with the processes on the existing infrastructure of the company.
Office personnel spend 40 % to 60 % of their time to create, search, take, categorize and arrange documents.
Don’t let your works flow

Manage your Workflow Processes with eBA

- You can control your critical processes with eBA and eBA will remind you the works when the time comes.

- You can assure easy integration with operational systems and manage your processes from wall to wall. You can improve your company’s efficiency by speeding up your work processes with eBA.

- You can prevent dragging on your work processes thanks to identified processes. You can improve your process performances and keep costs under control. The high integration capability allows information control and reducing manual information entry by 85% in comparison to existing systems and you can thus assure stable and controlled data entry.

- Code writing requirements might be minimized thanks to drag and drop technology and you can quickly transfer all your processes to the electronic environment.

- You can introduce feasible standards to your processes and make sure that your work processes are applied on the same standards for all employees.

- Favorites tab allows quick access to the most frequently used work processes and reports.

- Thanks to proxy mechanism, you can monitor all the works done when you are not at the office and assign more than one proxy.

- You can share in-house announcements with any user you want thanks to authority based announcement feature and improve in-house communication.

- You can define role based workflows and make processes independent from individuals. This will allow only replacing the person of that role when the workflow is changed. Hence, you will not need to revise your processes in case of dismissing personnel and vacation etc.
Quick Access to your documents

Path to corporate memory

- You can improve corporate memory and manage access to corporate documents.
- You can restrict access to documents as well as systematically keep history of all corporate documents thanks to document versioning function.
- You can have quick access to your corporate documents from everywhere thanks to web and mobile use support options.
- Thanks to plug-in viewer technology in the system, you can install new document viewers onto your system and offer access to the corporate documents through these document viewers.
- The history kept on document basis allows logging all accesses and uses.
- Thanks to profile forms, you can create index information for your documents and assure quick access as well as issue reports by using such information.
- You can define relationships between your corporate documents and have quick access to related documents. This will allow having easy access to all other documents that will be impacted by all changes on the document.
- Automatic Optical Character Recognition (OCR) operation on corporate documents might allow content search (full text search). This will allow quick and easy search within documents under your authority. OCR process is managed as central service and do not require any installation on the user’s device.
- DM Client application allows offline operation. This enables users to work locally on their documents. When they complete the work and go back online, they can re-include the documents to the system.
- You can prepare your personalized favorites list for quick access to documents frequently used.
- You can specify local storage areas for companies working on a distributed structure and assure synchronization with central system. This will allow working with maximum performance and efficiency even on low speed connections.
Let eBA manage your documents

Accelerate e-organization transformation with eBA

- Electronic Document Management System (EDMS); use eBA to manage all documents issued as a result of organizational activities and considered as an evidence.

- Send documents issued with KEP integration to other public institutions and establishments; enter KEP correspondences to the system and use the system to monitor them.

- Guarantee compliance to the regulations with 13298 T1 certificate.

- Issue and store letters in a format complying with official correspondence procedures and principles.
Start Spring Cleaning with eBA Capture

Systematically digitalize all your physical documents

- Sorting out physical documents and transferring them to the electronic platform is one of the biggest nightmares of any company. You can use eBA Capture to transfer physical documents to the electronic platform and to speed up the e-transformation of any organization.

- You can collect and digitalize all your information using eBA Capture whether you keep your documents as hardcopy or online copies.

- You can scan corporate documents with smart scanners and process them with OCR to digitalize them as well as transfer them to corporate document management systems, ERP systems or other operational systems.

- Thanks to strong image processing features, the scanned documents can be clearer and processes such as automatic correction of page orientation and automatically scanning at the desired standard resolution can be performed. This will allow standardizing the format of documents transferred to the electronic platform.

- eBA Capture can easily capture data coming from any source; this source can be a scanner, e-mail, fax or a folder etc. You can use eBA Capture to capture documents received in different languages and transfer them easily to the corporate document management system.

- Thanks to Smart Document sorting technology, you can easily sort out your documents.

- You can easily transfer hundreds of documents received at your communication service to the electronic environment and keep them on document management as well as circulate them on your workflow. Do not physically circulate documents.
Smart software necessary for every smart scanner
Your office in now mobile

Create mobile views with one click

- You can create ergonomic views to work on mobile devices you use by creating forms with one click and you can quickly add mobile use to your processes.

- You can manage and monitor your work processes and documents via web by using all mobile devices. All processes and documents designed on the system are accessible through mobile interfaces and you can control your processes and documents even if you are out of the office.

- You can easily access the system using your mobile phones or tablets thanks to the interface operated not depending on a mobile device.

- You can have access to processes independent from devices using native mobile application operated with IOS, Android and Windows Mobile and you can carry out approval transactions. You will be informed about works pending your approval instantly thanks to the push notifications.
Everywhere you go is your office; use eBA to follow up your works from your mobile device.
Don’t leave your signature on a piece of paper

Electronically sign your documents with e-signature / mobile signature infrastructure

- You can use e-signature and mobile signature integration in eBA infrastructure to securely sign and keep your electronic documents.

- You are only required to obtain in-house certificates to use e-signature infrastructure; thanks to the strong infrastructure capable of smoothly working with all e-signature certificates, you can immediately start using your electronic signature without necessity of doing any extra work.

- You can legally validate electronic forms thanks to e-signature integration and share documents created on the system with third parties.

- You can transform the forms created throughout work processes into PDF documents and sign them using e-signature or your mobile signature. The signature details shall be embedded in the PDF document.

- Thanks to the mobile signature infrastructure, you do not need to have other hardware with you; you can easily use your mobile phone to sign. This will both reduce the e-signature costs and offer an easier and safer signature process.
Forget signing with a pen; use electronic signature and do not wait until your ink dries.
Excellent Integration

Don’t let your work processes run themselves

- Communicating through corporate systems is an inevitable need when modeling work processes. Thanks to the connector infrastructure in eBA, all corporate operational systems can communicate. This allows the system to do data exchange with corporate resources.

- Your work processes can be designed not only as an application working solely but also as wall to wall processes through communication with other corporate software. Besides, you can integrate the organizational structure of the corporate while modeling the business processes by contacting with the corporate HR system.

- It can be easily communicated with the ERP systems such as SAP, Microsoft Dynamics AX, Oracle, Nebim, Netsis, Logo, Mikro etc. thanks to the connector structure. The data coming from these systems can be used on work processes and also data created on such processes can be sent to the existing ERP systems via its connector structure.

- You can connect to your operational systems without necessity of writing a code and you can manage all your connections via the internal integration manager.

- You can easily use data coming from operational systems on forms and document profiles.

- eBA Capture allows processing your documents with OCR and automatic flow of information on such documents to the operational systems.

- You can directly add outputs of the operational systems to the document management system thanks to the virtual printer.

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Don’t let your processes be open ended, let your systems communicate with each other.
Your SAP Documents are at safe hands

100 % Integrated Document Management
100 % Compatible with SAP

- For the first time in Turkey, the SAP certificate allows using eBA Document Management as SAP content repository.

- You can store all documents issued by SAP system on eBA DM and you can have access to these documents through both SAP and eBA DM. Besides, this process does not require any development over SAP or eBA and a simple configuration will allow you to use the system.
Your archive is always with you wherever you go

Inaccessible information is not valuable

- You can transfer your physical archive to the electronic platform with eBA Capture and end the burden of searching for documents on physical archives.

- You can have access to your online archive at any time from any location based on authorities assigned to you. Thanks to mobile support, you can have access to the documents on your archive using mobile devices.

- You can assign document destruction plans on your archives and define period of keeping such documents.

- You can restrict access to confidential corporate documents and monitor access to such documents.
Your documents are only a few clicks away, do not search through your archives.
Path to Green Office

Reduce paper consumption and contribute to the nature

- Majority of office personnel struggle with tens of paper throughout the day and sometimes they spend majority of their daily hours in front of a printer. However, you can use the electronic platform to share data with electronic forms to be issued with eBA and minimize the personal consumption of paper as well as showing that you are sensitive to the nature.

- Rather than using photocopiers for copying and distributing tens of documents, eBA allows sharing documents online and offers fast and controlled sharing without using any paper.
Leave a green world to the future.
Think twice before printing.
Corporate e-mails and processes are integrated...

Manage your corporate e-mails with eBA MIS Service

- Let eBA system monitor the e-mails sent to your corporate e-mails; it will automatically start the work processes based on e-mails received and it will not leave your corporate information only on e-mails. This allows archiving e-mails received and the system will direct them to the related parties through work processes.

- The system can monitor the documents in predetermined formats which are sent to the e-mails specified on integration with suppliers and third parties and integrate them into your business process or document management system. This allows systematically managing communications with third parties without the necessity of any additional development.

- You can approve / refuse via e-mail by simply replying to the e-mails sent by the system and without necessity of logging to the system.
Have multilingual processes

Use the same process in different languages

- You can create vocabularies for work processes designed in multinational organizations or organizations with foreign employees and allow working with more than one language on the processes at the same time. This allows the system to work in different languages through vocabularies to be created without necessity of designing different forms. Besides, you can add new languages to the system without depending on the manufacturer and make sure that system interfaces communicate in the language as same as yours.

- You can use different language options while transferring eBA forms into PDF documents.

- Do not recopy the same form for designing forms in different languages; you can work in different languages with documents designed by creating a vocabulary specific to the form.
Let your processes to speak your language.
A Sector Leader with Strong References

The leading organizations of Turkey have been preferring eBA for years.

* Examples of our references in alphabetic order.
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Expert Opinions

**Barış GÜNDÜZ**  
Software Development Manager

As Ford OTOSAN, we have been using eBA Workflow Management System since 2004. Currently, we are using two different versions of eBA system; eBA3 and eBA5.

Human Resources, IT, Purchasing, Quality, Finance, Accounting, Administrative Affairs and Production processes of our company use eBA workflows. Some of the forms used in these processes are integrated in applications developed at our company. These forms are triggered by applications and they re-transfer data to the applications when approval flows are completed. We have 85 forms actively used by over 4000 users.

**Ozalp Ahmet TIK**  
Information Technologies and Management  
Information Systems Manager

As a company offering wide range of services, measuring and controlling processes have been a vital element for us. We have reviewed a series of solutions, mainly foreign ones, through researches made to enable systematic measurement and we have decided to use eBA since it is a local solution as well as having visual modeling capacity and being open to integration and development. We worked on e-mail approval processes for a period of almost two years and over 20 processes were transferred to electronic environment for Finance, Accounting, Marketing, Logistics, CRM and Legal functions. The biggest advantage is to see where we are throughout the process with a single transaction and the alarm system of interrupted processes. As for the developers, the period of transferring the process to the electronic environment has been reduced by 3/4 and this offered significant savings in terms of man / day costs. If we bear in mind that the aftersales service is more important than sales, Bimser offers cost and most importantly response time advantage by immediately responding to the requests from Genpa, paving the way for processes and enabling use of internal resources through development environment offered to the companies.

**Emir EMİROĞLU**  
Information Technologies Manager

After a long period of researches, we decided to use eBA Workflow Management System in 2006 and its success has both pleased and satisfied us.

We are actively using 245 forms and we are proud to be the company using eBA in the most active schedule. Talking about a system where approximately 7000 users do instant logins – logouts and where corporate resource planning is equal to traffic and knowing that the system is a work of Turkish engineers are source of pride and joy.

Thanks to quick integration of eBA into our ERP structure and increased work standards of all users, the system has had positive impact on the company.
The ever changing business requirements in the dynamics of retail sector and the fact that these business requirements are specific to companies make finding solutions with existing software more and more difficult for IT departments. We positioned eBA as a platform that is capable of responding to all kinds of business requirements via the existing ERP infrastructure. We have properly developed and used several comprehensive and complicated workflow processes such as transfer between stores, HR Performance Management, Store Personnel Attendance Monitoring System by using eBA. While working with all those processes, we changed our ERP software but we have no difficulty in integrating eBA into the new software. Ease of use, ease of development offered by eBA and its web-based structure allow it to be a joker when it comes to being a software tool.

Timely and willing supports of Bimser team also add value to the software. We have been using eBA for nearly 4 years and I can say that we have not had any problems.

We believe that eBA is a functional and successful concept and product; we believe that it will be useful for each company that intends to manage its processes and businesses.

We have been using eBA since May 2006. We started using the system with a few sample forms following a short preparation and setup period. Then, we continued with 3 larger processes. We observed high levels of participation and requests following the start-up and orientation periods. We gradually transferred all business processes of our company to eBA with a small team within 2-year of project duration. We are actively using the system. Currently, 1000 forms are filled out daily on 70 active processes and 5000 approvals for these forms are given. The number of daily access to eBA server is over 10,000.

According to the annual in-house surveys, the rate of satisfaction related to eBA is 90%.
Document and Workflow Management System