

Automating document management with CGI Digital Signature and CGI Digital Archive

CGI



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Addressing document management challenges

Signing and archiving documents are integral document management processes in organizations across industries. These tasks, which include printing, scanning and emailing documents, are time-consuming and pose several challenges, including the following:

Document retrieval:

Studies show that approximately 20% of an employee's work time involves locating documents, and as much as 7.5% of physical documents in the office are lost for good.

Storage capacity:

Archiving physical documents requires significant storage space.

Location dependency:

When an organization sends a contract by mail and the contracting parties are not physically present in the same place, signing delays result.

Scanning time:

Scanning hand-signed documents into a digital format is time-intensive. Scanning a single page, alone, takes several minutes.

Data loss:

Documents stored on local workstations and network drives risk possible data loss and may not be compliant with document archiving regulations and legislation.

Security:

Physical documents involve significant information security risks because they can easily end up in the wrong hands

when people circulate or store them.

Sensitive material sent by e-mail also involves security risks because it travels through systems and services that unauthorized people can access.

Compliance:

In many cases, staff must comply with legislative and regulatory document management requirements, as well as their own organization's requirements.



Driving efficiency and security with CGI Rondo

CGI has extensive experience in automating and streamlining organizations' business operations and workflows, including document management. With CGI Digital Signature and CGI Digital Archive, part of the CGI Rondo business process solutions suite, we make document management convenient and cost-effective across all lines of business and with all types of documents.

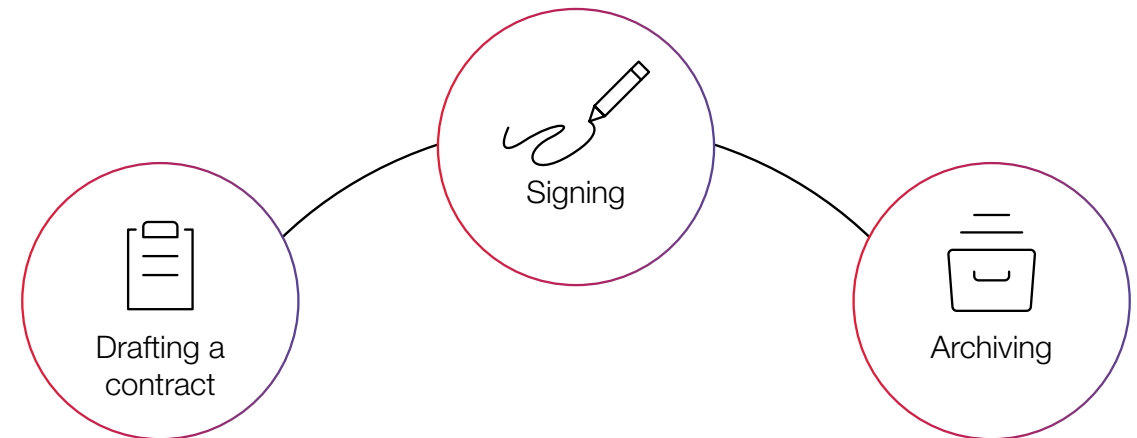
CGI Digital Signature and CGI Digital Archive enable organizations to sign and archive documents digitally from a single location—quickly and securely. We also provide support for integrating both solutions with your core systems.

CGI Digital Signature

CGI Digital Signature enables paperless signing of documents—anytime, anywhere—using a bank, smart card or mobile ID authentication. Once signed, CGI Digital Archive stores the document and sends a copy to signees.

You can add an unlimited number of signees to a document with CGI Digital Signature. In addition, the solution typically obtains signee information from the sending system, which you do not need to modify document data, although you can, if necessary.

With CGI Digital Signature, organizations can reduce transaction costs and turnaround times by as much as 90%. It also frees up staff for more strategic tasks.



For more information, watch our [CGI Digital Signature demo video](#).

“In a world where people are working increasingly from home, CGI Digital Signature is an excellent tool.”

Satu Miettunen,
Financial Manager of Restel Oy.

CGI Digital Archive

CGI Digital Archive locates and stores documents, maintains extensive log files, sets retention periods, and controls document access. Organizations can archive and manage documents from different systems without duplicating data. It also reduces data security risks, and eliminates compliance issues and space limitations.

There are no limits on file formats or document volumes with CGI Digital Archive. It also is possible to add CGI Rondo's analytics tool within CGI Digital Archive to support automated reporting processes.

For more information, watch our [CGI Digital Archive demo video](#).

“We wanted to simplify our document management processes and ensure all legislative document archiving requirements are met. CGI Digital Archive helped us speed up our processes and saved our employees’ time. Document archiving is now a standardized procedure in our organization.”

Arja Raatikainen,
Chief Information Officer
Farmers’ Social Insurance Institution



Other advantages

CGI Digital Signature and CGI Digital Archive offers these additional advantages for document signing and archiving:

Controlling access to ensure data security

Limited access rights is key to effective data security, and both CGI Digital Signature and CGI Digital Archive provide this. Only appointed system administrators can monitor signees and documents. With CGI Digital Archive, system administrators use control reports to monitor document archiving and are responsible for user and access rights management.

Complying with regulatory and legislative requirements

CGI Digital Signature and CGI Digital Archive are fully compliant with regulatory and legislative requirements.

Contributing to environmental sustainability

By digitizing document management with CGI Digital Signature and CGI Digital Archive, you can stop using physical documents, driving not only cost savings but also environmental sustainability.

For more information, visit cgi.com, or contact us at info@cgi.com.



About CGI

Insights you can act on

Founded in 1976, CGI is among the largest IT and business consulting services firms in the world.

We are insights-driven and outcomes-based to help accelerate returns on your investments. Across hundreds of locations worldwide, we provide comprehensive, scalable and sustainable IT and business consulting services that are informed globally and delivered locally.

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