



**SAPERION** Enterprise Content Management Solution

**Saperion is an Enterprise Content Management Solution (ECM) from Sistran that allows your company to turn information into a strategic ally.**

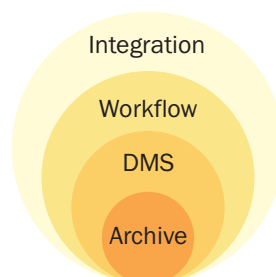
Through the integrated functionality of Information Lifecycle Management (ILM), you can accurately control information flows in both internal and external processes, enabling you to record, store, retrieve and publish all the information moving through its life cycle.

► **Saperion will enable your company to:**

- **Continuously monitor information (ILM)**
- **Communicate information inside or outside the company directly and without delay**
- **Access updated information at any time regardless of location**
- **Automatically capture and index documents**
- **Maintain information**
- **Keep information in a single repository**
- **Ensure the integrity of your information repository**

By using Saperion your company can optimize business processes and improve the quality of service and increase customer satisfaction.

Saperion enables the simultaneous management of large volumes of information, regardless of the number of users or their physical location, enabling your company to make information automatically available to all business areas, including brokers and customers.





## ► BUSINESS CHALLENGES

In order to survive in the competitive and changing insurance market, companies should aim to aspire the following:

- **Internal Flexibility**
- **Being Client Focused**
- **Operational Efficiency**

### — **Comprehensive solution for information management**

The implementation of an integrated ECM solution allows you to record, store, retrieve and publish all information through its lifecycle, minimizing administration needs and training costs and ensuring the homogenization of information across the company.

### — **Ad-hoc workflow**

The instant generation of workflows allows you to organize information in a decentralized format, and to maintain monitoring of this information.

### — **Audit of changes**

The integration of audit tools helps to ensure the accuracy and consistency of information and enables you to monitor this from receipt, to protection and delivery.

### — **Compression of stored data**

Significantly reduce the memory space required to store information.

### — **Direct capture of documents**

The incorporation of single and batch scanning ensures the consistency of processing and reduces the risk of disruption. The inclusion of scanning points in the information workflow allows you to enter information automatically to the flow whilst always retrieving the information from source.

### — **E-mail Lifecycle Management (ELM)**

Information sent by E-mail is an important part of the business process. Using an ELM solution, e-mails containing sensitive issues can be archived jointly with the primary information.

### — **Editing of documentation**

Documents may be edited and supplemented with clear annotations without affecting the original document.

This functionality is of great importance when retrieving original information for the legal department.

### — **Cross-Platform Integration**

The incorporation of an information management solution within an Enterprise Application Integration (EAI) architecture allows you to link heterogeneous systems through a single information flow, giving you the flexibility and speed required to spread this information throughout the organization.



## ► FEATURES

- Continuous monitoring of information (ILM)
- Workflow
- Electrónica archiving
- Capture, editing and copying of documents (DMS)
- Security and authorization levels
- Auditing of operations
- Encryption and integration of digital signatures
- Integration with MS Office, Outlook, MS Exchange and Lotus Notes
- Integration with MOS (MS Office SharePoint)
- Monitoring of e-mails (ELM)

## ► SCHEME OF PROCESS

