



SIGAP

SIGAP Information Management and Process Automation System is an open “Case Management” solution built on a modular approach specifically developed to support different ECM platforms; it was created to help Government agencies to increase efficiency levels and at the same time ensure compliance to local and federal government regulations.

The solution is comprised of three different modules that may be implemented within your organization based on particular needs. Below there is a description of each of the solution modules:

Benefits reached after deploying SIGAP:

- ✓ Cost reduction related to paper handling, copying, printing and archiving.
- ✓ Savings related to physical space reduction for document storing and those related to reduction for time spent by users designated to store and retrieve information.
- ✓ It ensure information access, availability and inalterability of documents

Correspondence Tracking Module:

It enables total control, management and tracking of correspondence issued and received by different ways either internally or externally to the government agencies with a “electronic office” approach.

Solution enables follow-up to cases starting on the reception of the incident where it is registered, delegated to different levels within the organization providing real-time access for case tracking upon its conclusion.



Benefits of the Correspondence Tracking Module:

- ✓ Eases the paper elimination on administrative checkpoints.
- ✓ Enhances productivity on user areas.
- ✓ Speeds up document management based processes.
- ✓ It allows secure and unconditional document access of the government agency.
- ✓ Enables knowledge and procedural standardization within the government agency.
- ✓ It provides support to simple and advanced electronic signatures.



Transparency Module:

It takes advantage of the great case management and tracking capabilities, in this specific case, for those related to information requests from citizens based on Transparency Law Initiatives. Its high capacities to integrate information from Infomex System allows a dynamic import of transactional data from such information source in order to register them as outstanding cases on this module, enabling and ensuring compliance with cycle times stated in the Federal Transparency and Public Information Access Law.

Benefits of the Transparency Module:

- ✓ It allows to automate management and follow up to information requests from citizens registered in the government web based solution: INFOMEX, and it enables proprietary or commercial IT solutions.
- ✓ Ensures compliance with cycle times stated in the Federal Transparency and Public Information Access Law.
- ✓ It enables an "electronic library" either based on previous information requests, or importing documents from day-to-day operations.
- ✓ It increases efficiency while enabling fast access to information retrieval and reducing the number of persons designated to follow-up cases.



Document Memories and White-Book Integration:

It enables optimal integration of document based files related to administration hand-out aligned to guidelines and agreements issued by the President's Office for Federal Government Agencies. This module takes advantage of supported ECM platforms to manage not only document structures related to files, but also to automate all the activities within the process, notifying through email about warnings related to activities about to become due to the responsible of that specific activity and/or his supervisor.

Document Memories and White-Book Integration Module Benefits:

- ✓ Warrants correct file integration related to documents that supports spend of the government agency's budget.
- ✓ It allows to ensure optimal document integration and retention in order to ensure compliance with internal or external audits.
- ✓ It ensures in-time and correct file integration for authorized personnel only.
- ✓ It eases administrative activities related to Administration hand-out from current personnel to the new administration every changing period.



Some of our SIGAP Customers:



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