**IBM** Information Management **software**

# aconso
# Digital Personnel File

## Partner Solution

- **Target Industry**
  *Cross Industry*

- **Business Application**
  *Human Resources Administration*

- **Products**
  *IBM FileNet Image Services*

### Business Challenge

As organizations expand due to growth, mergers and/or acquisitions, human resources (HR) departments are tasked with increasing the efficiency and improving the quality of their services to employees. For larger companies and government agencies, managing thousands – or even hundreds of thousands – of paper-based employee files can be daunting. For organizations with multiple global locations, centralized HR management severely limits the visibility of local employee information, generating further inefficiencies.

### Solution

aconso's Digital Personnel File offering is a fully Web-based solution that supports document-based processes in HR departments from document creation to longterm archiving. The solution facilitates the implementation of manager and employee self-services (MSS/ESS) and optimizes HR processes, providing highly secure visibility across the enterprise. Also included are special HR-specific functions, such as full-text retrieval, resubmissions, in-tray, Microsoft Office connector and SAP integration. The Digital Personnel File application

includes the aconso Fast View© component, which enables an extremely fast preview with more than 100 documents within three seconds. Optional features include barcode detection and OCR.

### Value Proposition

Thorough analysis at Siemens, the University of Berlin (FU Berlin) and E&E Consulting showed that aconso's Digital Personnel File solution effected a cost reduction of more than 30 percent over document-based HR processes in less than 24 months. In addition, the solution delivers the following benefits:

- Quick preview browsing through eFiles

- High data security

- Access from ERP transactions

- Web browser interface

- No client installation necessary

- Increased compliance with legal standards

- Improved records management

- Workflow support in SAP and in IBM Enterprise Content Management (ECM)

**Company Description**

aconso AG has established a market leadership position with their Digital Personnel File solution. The aconso team has long-term experience in Human Resource Management with numerous Digital Personnel File projects. In addition, their experts are one step ahead of their competitors when it comes to technical project realization. aconso AG, supported by a branch in Bielefeld and selected sales representatives in Austria and Switzerland, provides services to their customers with the highest standards. Companies that have implemented aconso's Digital Personnel File solution include Lufthansa, 3M Company, Alcatel-Lucent, ING-DiBa, MAN and many more.

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**IBM**

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IMX13045-USEN-01