

DocuWheel at Miba AG

Digital document management creates efficient document management and paperless file management.

Miba is an internationale group of companies headquartered in Laarkirchen, Upper Austria, which develops and produces technologically sophisticated and highly stressable drive components. Miba plain bearings, sintered components, friction linings, power electronics components and coatings make vehicles and power plants more powerful, efficient and environmentally friendly.

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The entire document management process was noticeably streamlined with DocuWheel. A central filing system combined with flexible access options reduced the amount of generated documents by 33% compared to the previous year.

Miba AG

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Project

With the go-live of the corporate portal in September 2016, Miba AG underscored its digitisation strategy and laid the foundation for the Digital Workplace. After the first project, a clearly defined roadmap was drawn up to define the next important steps for the company to expand the Global Enterprise Portal into a worldwide Digital Workplace. With the introduction of a document

management system, the time wasters defined within a pilot department, such as time-consuming multiple document filing, labour-intensive document search and unsuccessful retrieval were to be eliminated. Miba's existing Digital Workplace program provided the basis for an efficient and paperless document management tool.

Solution

Within the project group, consisting of specialist departments and IT experts from Miba and from Halvotec, the requirements for a tailor-made document management solution for the corporate finance department could be developed as a pilot in the company

in workshops. The objectives of the new solution included a simple and intuitive filing logic, flexible digital file creation, one-time filing of documents, fast retrieval, extensive sharing options and location-independent access options.

Result

With the document management solution adapted to Miba Corporate Finance requirements, the entire document management process was noticeably streamlined. A central document storage in conjunction with flexible access options reduced the number of documents by one third compared to the previous year. The aim of

a paperless file management could be realised almost completely. Within the Miba AG, the new solution noticeably accelerated and simplified work with documents. The next step is to roll out the document management system to other departments.