



REAL ESTATE DOCUMENTS MANAGEMENT



Management of Real Estate Files Folders

YOUR IDEAS

The manner in which the real estate documents of an organisation are managed is directly connected to the effectiveness of its internal procedures as well as the timely service provision towards third parties.

The collection, sorting and processing of documents are usually done manually, which results in delays and dysfunctions.

Thanks to the Electronic Filing technology, the organization is able to manage, organize and securely store a large volume of electronic and physical records that accumulate daily and comprise the organisation's real estate files folders.

In addition to the efficient utilisation of employee time, the proper organisation structure, the accessibility of information from a singular point - as well as the elimination of paper - can have significant positive effects to the operating costs of the agency, which is of critical importance in a recession.

Implementing the Real Estate Documents Management Solution:

- ◇ **Ensures** the uniqueness of each imported element
- ◇ **Captures** in real time, a multitude of data points who were scattered and difficult to utilise.
- ◇ **Automates** time consuming manual procedures.
- ◇ **Standardises** processes.



The management of information is applied horizontally and comprises the central information input point which, though unimpeded communication with the already extant infrastructure of the Organisation (ERP such as SAP, CRM, etc), offers administration, management and safe keeping functionality of the large volume of digital and physical documents, designs, emails and, in general, all types of digital communications which is aggregated daily and structures what is today known as Real Estate Folder, offering the transparent and homogenous access to data and procedures relating to business content.

Your Ideas has implemented similar Solutions, which are already in production, providing a unified environment & ensuring the dissemination of of existing and future electronic information, always updated, towards the users that require access.



Managing all of the paperwork in the real estate world can become incredibly time consuming. An electronic filing solution can help.

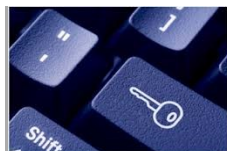
The Real Estate Document Management Solution offers complete management of Property Archives, aggregating all functionality that is required for the easy, automated and productive management of information available in various formats (designs, documents, emails & any type of electronic information).

SOLUTION OBJECTIVES

- ◇ It is aimed at companies and organisations that manage numerous properties.
- ◇ It organises, supports and improves processes related to classification, retention & retrieval of information relating to real estate.
- ◇ It manages, organises & stores safely the volume of electronic and physical documents that accumulate daily and comprise the Real Estate Folders of the company, effectively utilising workers time and eliminating the maximum possible amount of paper use.
- ◇ Creates a unified Database, which aggregates all information relating to the company's Real Estate (Privately Owned, Leased from third parties, etc)
- ◇ Is a horizontal management function of Real Estate data, providing a central point of information reception.
- ◇ Ensures the necessary interface with existing Systems (Construction Project Management Systems, ERP, etc) offering document management functionality towards them.
- ◇ Allows the transparent and homogenous access to data and processes that relate to business content.

ΠΛΕΟΝΕΚΤΗΜΑΤΑ / ΟΦΕΛΗ

- ◇ **Unified** solution for all the data (Protocol, Technical, Urban Planning, Legal HR, Leasing, Exploitation, Financial etc) with extensibility capabilities.
- ◇ **Streamlined** organisation of the necessary documents and routing thereof to the appropriate, as per subject, users.
- ◇ **Dissemination** of unified & updated information to all the users in accordance to their relevant access rights.
- ◇ **Maintenance of the digital archive**, and standardisation of information registration
- ◇ **Auditing** (version history observance & auditing offering complete monitoring of the informational lifecycle)
- ◇ **Powerful Search Tools / Minimisation of Search time**
- ◇ **Interfacing** capabilities **with already extant systems** (Construction Project Management Systems, ERP, etc). By interfacing with an already existing Construction Project Management System, it ensures inter-database communication as well as syncing & change and revision management of its technical information.
- ◇ **Flexibility, user friendly, and consistent means of information utilization**
- ◇ Severe **reduction in paper handling**



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