

# **Achievements and perspectives of document flow system's applied in the State Statistical Committee**

## **Framework of application of the system**

One of the main matters in e-government environment with regards to document flow is transition to e-form of paperwork and document flow in governmental agencies, local autonomous bodies (access to state information, possibility of majority standard transactions between public, citizen and business).

As a result the role of e-documents is being increased and using of traditional hard copy is being decreased. Statutory base of paperwork is being developed, e-services is being improved by using of e-signature which provides legal base of e-documents.

Application of e-document flow gives possibility to reduce labor and time spent for preparation and processing of documents, to make decisions, increase execution discipline and simplify control mechanism in managing, increase operability of services provided for population, access to information about activities of state and self-government bodies, speedup relationship with subordinate and other organizations, and achieve some economic efficiency.

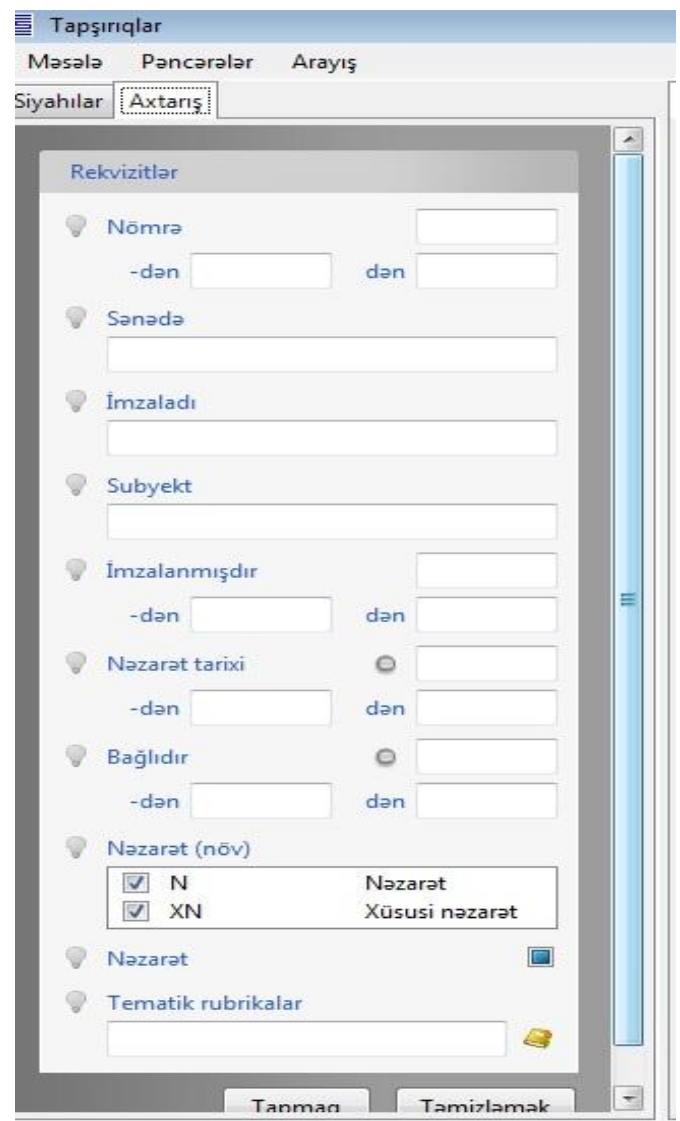
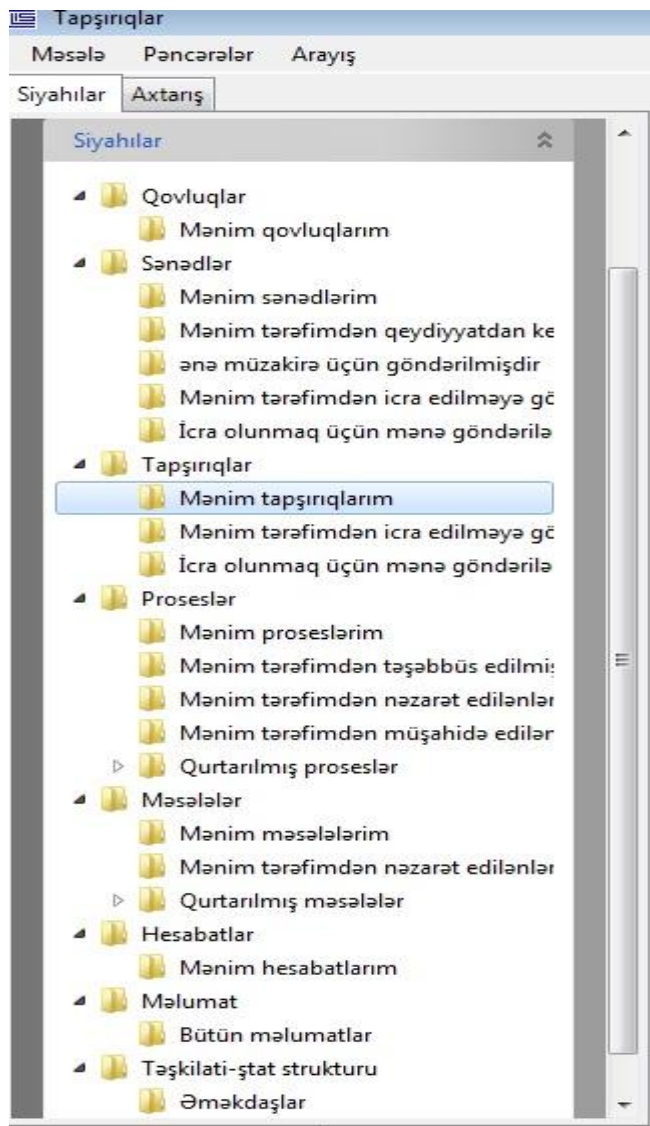
Below-mentioned factors necessitate application of e-document flow in statistics system:

- Large volume of flow of documents;
- Constant development of modern technologies;
- Wide network of local statistical bodies;
- Minimizing of financial and time loss;
- Decreasing of bureaucratic and technical hurdles;
- Reply to questions of corresponding agencies and individuals during the shortest time and etc.

For the first time the e-document flow system has been applied in the Administration of the State Statistical Committee in 2008. With this purposes the off-the-self program has been purchased and adopted for structure of the statistical system. This system confirmed its efficiency. Therefore, since 2009 application of this system has been started in all statistical agencies. At present, new version of the system and related materials is developed and is in the process of application. The new system gives possibility to automation of statistical processes.

## Description

The applied system is based on principle of division of duties of employees from top management level to low level management, i.e. the task entered to the system is delivered from top management level to low level management. That function strengthens execution discipline and timeliness of submission tasks.



Above-mentioned picture indicates software folders and search line of the documents. Now, we would like, in brief, to introduce the principle of operation of the program.

Firstly, in order to use the system it is necessary to be registered as user, i.e. create username and password.

Operation of the system is not differed from the Windows. It is necessary to enter username and password after connection to the system. It is impossible to activate “confirm” button and log in before indicating parole and login.

After press the button “enter”, main menu of the task will be opened on screen and user will start to work. It is possible to change the user without logout. It is necessary to select the line User/Task in the main menu. It is possible to indicate username and password of the new user.

For correct system shutdown it is necessary to select Task/Log out.

## **Benefits**

The benefits of the system are as follows:

Overall simplicity of the system downloading and updating – the system is installed in personal computer of user and all updates are implemented automatically on changing of the version of system in the server

Open for integration - is obtained based on service-based architecture principles.

Minimization of purchasing price:

- Minimum requirements regarding to qualification and size of service personnel;
- Typical procedures of recovery provision;
- Simplicity of information and system administration;
- Using of open-source products, components and services.

High level of user-friendly interface:

- Instruction repertory that will be used by user is changed automatically based on implemented task;
- interactive announce mode – user obtains notification to implement required function
- necessary command lists is opened;
- using interactive reports (tables) – submission of summary information on any object in the form of diagrams and using functions and commands for working with documents.

Using open document architecture and modern technologies gives possibility:

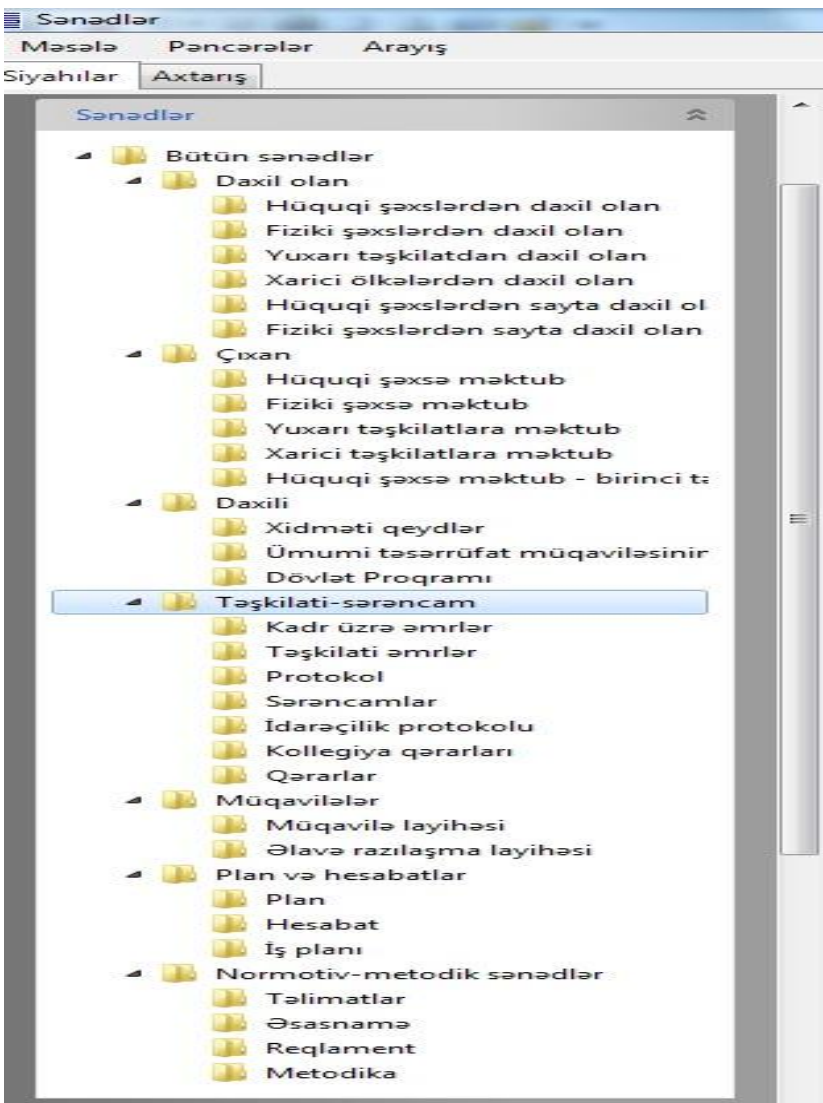
- to select optimal configuration depends on available IT infrastructure;
- sustainability against losses during integration;

- low network traffic.

Minimization of purchasing price:

- minimum requirements regarding to qualifications and size of service personnel;
- typical procedures of recovery provision;
- simplicity of information and system administration
- documentation of activities of personnel;
- documentation of activities of whole organization.

Visibility of registered documents is one of the priorities of the system. The example is as follows:



**Expected results and strategic goals**

The results expected from application of this system are as follows:

- Increasing of quality of the adopted decisions and reduction of period of its preparation;
- Provision of regularity of business-processes;
- Increasing of labor productivity and execution discipline of the employees;
- Effective coordination of activities of local departments of the Committee;
- Organization of corporative data warehouse;
- Prompt access to documents and information about its state;
- Accept, registration of received, delivered and internally used documents, processing technology of information and standing order and automation of control on execution, automation and unification of preparation, coordination and confirmation processes;
- Reduction of expenditures spend for storage and processing of data;
- Increasing of data quality, high level of associativity of information;
- Reading and identification of scanned text documents.

At present, this system is applied by management level, such as head of department and sector of the Committee, head and deputy head of local statistical bodies. One of the main targets of the Committee in this direction is improvement of the system and its application at low level management.

It is necessary to note that this system is used in all mobile installations with IOS operation system. It is planned to develop and integrate this mobile version into other operation systems in the future.

