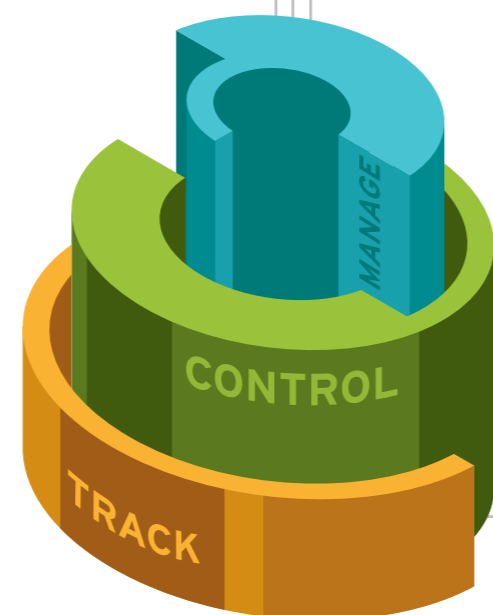# CREATE YOUR **OWN PATH** TO SUCCESS

The OptiMIS modular design allows you to pick and choose solutions according to your immediate business needs – and then adding as you require.

Our flexible implementation model supports all business and ICT strategies, allowing you to pick and choose the respective elements to suite your needs.

PURCHASING

- Outright purchase – IP belongs to client.
- Licence based – Flexible. Adjusted according to length of contract.

TRAINING

- Classroom Based
- Train-the-trainer
- Super-Users

SUPPORT

- Functional and Technical
- On-Site
- Telephonic Support

HOSTING

- On-Premises
- Cloud
- Disaster Recovery

ADDITIONAL FEATURES

- Integrated SMS
- Integrated Email
- Scanning
- Biometrics
- Dynamic Dashboards

MEASUREABLE STAFF PERFORMANCE

Management is able to measure staff performance against defined norms and standards

Quality of work is also measureable and managed via trends

ACCESS TO REAL-TIME, RELIABLE INFORMATION

All information within the system is available to the authorised user level

Reports are structured to support both operational and strategic decision making

Dynamic dashboards structured to the various levels of management allowing proactive, targeted management

Clients able to access their own information via the Client Portal

ACCOUNTABILITY

Many actions on the applications are assigned to individuals, from entry level to senior levels of management

Decision making and the timing thereof is recorded on the system

Urgent action items are automatically escalated by sms and email

REDUCE RISK

Operational and internal controls

Access to reliable management information

Empowered staff through skills transfer and workflow disciplines

Financial control through forecasting of reliable information

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POWERED BY

TRACK | CONTROL | MANAGE

OPTIMISE **YOUR BUSINESS** PROCESSES

BESPOKE SOLUTIONS THAT **TARGET CORE PUBLIC SECTOR 'HOT SPOTS'**

Today's service providers need to offer more than just generic Management Information Systems. They need to proactively partner with their customers, understanding their business objectives and delivering solutions that solve their challenges and barriers to success. Providers must aim to add real business value by assisting their customers to put in place effective systems, leveraging off in-depth knowledge of public sector practices and requirements - essentially, targeting all the 'HOT SPOTS' and adapting to the unique processes of each client.

AUDITABILITY

OptiMIS addresses the audit component through prescribed compliance with key legislative and standard operating procedures, including:

National Archives Act (Act no. 43 of 1996)

Promotion of Access to Information Act (Act no 2 of 2000)

Promotion of Administrative Justice Act (Act no 3 of 2000)

PFMA/MFMA

TRACEABILITY AND TRANSPARENCY

All actions performed on the applications are recorded on the system

Full audit log of all actions, including 'who, what and when' information

REDUCE FRAUD AND LITIGATION

Achieved through standard approved procedures and policies

System integrated internal controls and validations

Accessibility to accurate and complete electronic information

Secure access controls, detailed audit trails, system generated numbering

### IMPROVED SERVICE DELIVERY

Integrated business rules ensure standardised service delivery

Access to information support staff in assisting their clients

Access to information supports staff in assisting their clients

TRACK | CONTROL | MANAGE

WHY
OPTIMIS

1. **PROVEN** in the South African public sector arena

2. Designed by **PUBLIC SECTOR EXPERTS**

3. Provides a **SOLUTION TO CORE BUSINESS ACTIVITIES** (who, what and when)

4. **REAL TIME** management and automatic escalation

5. Key Information "**AT YOUR FINGERTIPS**" that supports strategic decision making

6. **EASY TO USE** - structured for all levels of USERS - ENTRY to executive level

7. **SPECIALISED SOLUTIONS** configured to specific service requirements

8. Improves and enhances **CUSTOMER SERVICE EXPERIENCE**

9. Supports **LEGISLATIVE AND OPERATIONAL** procedures

10. **AFFORDABLE COST** of ownership

OPTIMIS
TRACK | CONTROL | MANAGE
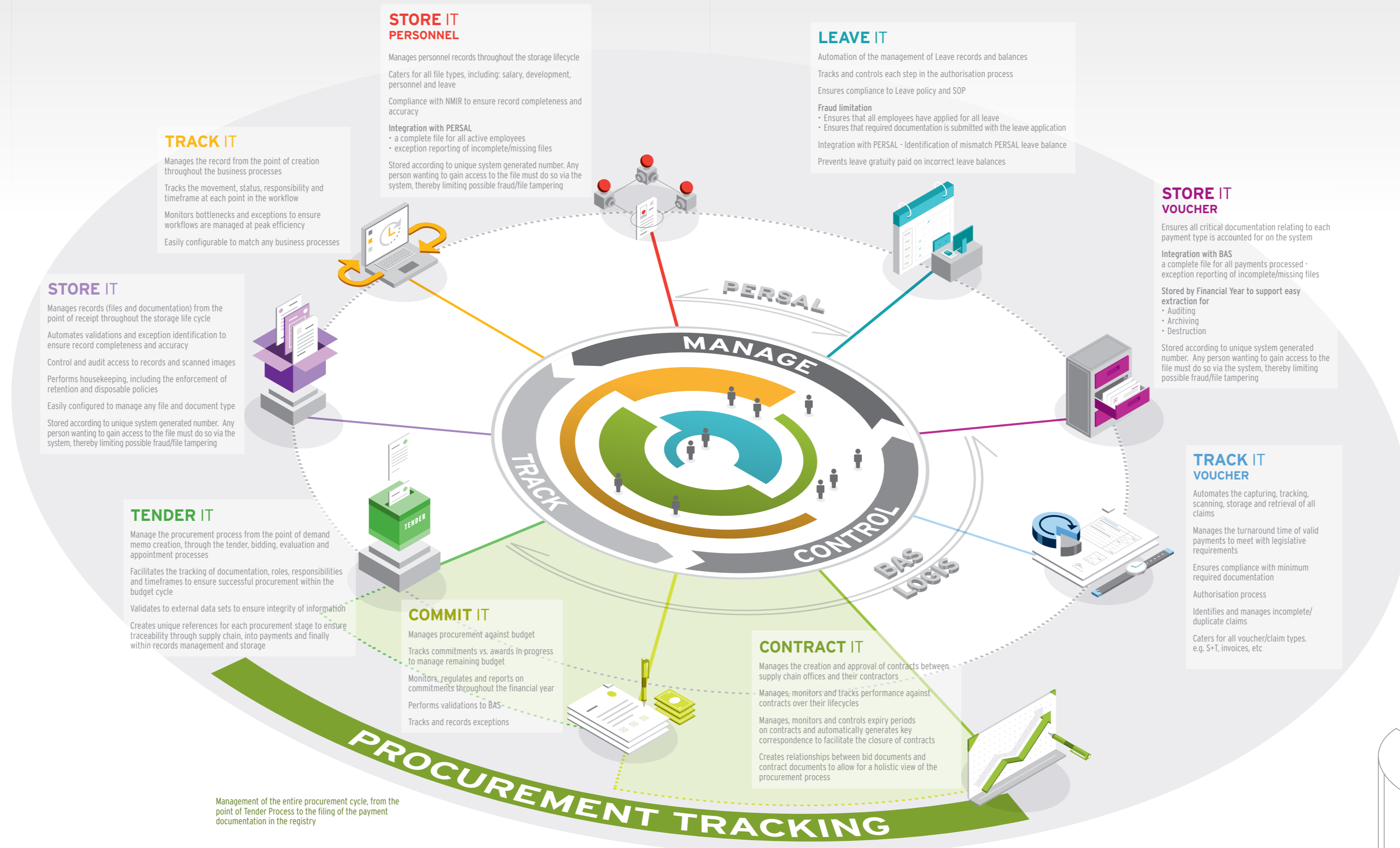
ABOUT
OPTIMIS

OptiMIS is a suite of solutions that has been designed and developed to support Public Sector's key business and administrative processes in an integrated and holistic manner.

The primary focus areas are Procurement, Human Resource Management and Document Management. These solutions have been developed based on ELCB's extensive and practical knowledge of the major 'hot spots' associated within these areas.

OptiMIS culminates the best of simple, effective and user friendly functionality.

OptiMIS supports efficient business process management, administration and strategic decision making.

The solutions are modular, allowing the client to 'build their own solution'.

POWERED BY
ELCB

STORE IT
PERSONNEL

Manages personnel records throughout the storage lifecycle

Caters for all file types, including: salary, development, personnel and leave

Compliance with NMIR to ensure record completeness and accuracy

Integration with PERSAL
• a complete file for all active employees
• exception reporting of incomplete/missing files

Stored according to unique system generated number. Any person wanting to gain access to the file must do so via the system, thereby limiting possible fraud/file tampering

LEAVE IT

Automation of the management of Leave records and balances

Tracks and controls each step in the authorisation process

Ensures compliance to Leave policy and SOP

Fraud limitation
• Ensures that all employees have applied for all leave
• Ensures that required documentation is submitted with the leave application

Integration with PERSAL - identification of mismatch PERSAL leave balance

Prevents leave gratuity paid on incorrect leave balances

STORE IT
VOUCHER

Ensures all critical documentation relating to each payment type is accounted for on the system

Integration with BAS
a complete file for all payments processed - exception reporting of incomplete/missing files

Stored by Financial Year to support easy extraction for
• Auditing
• Archiving
• Destruction

Stored according to unique system generated number. Any person wanting to gain access to the file must do so via the system, thereby limiting possible fraud/file tampering

TRACK IT

Manages the record from the point of creation throughout the business processes

Tracks the movement, status, responsibility and timeframe at each point in the workflow

Monitors bottlenecks and exceptions to ensure workflows are managed at peak efficiency

Easily configurable to match any business processes

STORE IT

Manages records (files and documentation) from the point of receipt throughout the storage life cycle

Automates validations and exception identification to ensure record completeness and accuracy

Control and audit access to records and scanned images

Performs housekeeping, including the enforcement of retention and disposable policies

Easily configured to manage any file and document type

Stored according to unique system generated number. Any person wanting to gain access to the file must do so via the system, thereby limiting possible fraud/file tampering

TRACK IT
VOUCHER

Automates the capturing, tracking, scanning, storage and retrieval of all claims

Manages the turnaround time of valid payments to meet with legislative requirements

Ensures compliance with minimum required documentation

Authorisation process

Identifies and manages incomplete/ duplicate claims

Caters for all voucher/claim types. e.g. S+T, invoices, etc

TENDER IT

Manage the procurement process from the point of demand memo creation, through the tender, bidding, evaluation and appointment processes

Facilitates the tracking of documentation, roles, responsibilities and timeframes to ensure successful procurement within the budget cycle

Validates to external data sets to ensure integrity of information

Creates unique references for each procurement stage to ensure traceability through supply chain, into payments and finally within records management and storage

COMMIT IT

Manages procurement against budget

Tracks commitments vs. awards in-progress to manage budget

Monitors, regulates and reports on commitments throughout the financial year

Performs validations to BAS

Tracks and records exceptions

CONTRACT IT

Manages the creation and approval of contracts between supply chain offices and their contractors

Manages, monitors and tracks performance against contracts over their lifecycles

Manages, monitors and controls expiry periods on contracts and automatically generates key correspondence to facilitate the closure of contracts

Creates relationships between bid documents and contract documents to allow for a holistic view of the procurement process

MANAGE

PERSAL

TRACK

CONTROL

BAS Logis

PROCUREMENT TRACKING

Management of the entire procurement cycle, from the point of Tender Process to the filing of the payment documentation in the registry