



## ● Electronic Document and Records Management System ●

### How can Wisdom help?

Many organisations have records management policies and procedures but fail to enforce them accurately. This means that responding to Freedom of Information requests and maintaining Data Protection standards can be hugely inefficient and costly, not to mention very difficult in proving compliance via auditability.

Wisdom provides the fundamental building blocks for eDRM frameworks 'out of the box'. Creation of a structured file plan ensures information is stored, governed and managed in a meaningful way. Wisdom's retention and disposal scheduling ensures that records are retained and ultimately disposed of in line with any relevant legislation or business needs. Wisdom's extensive search capabilities mean that documents and records are quickly and easily retrieved. Wisdom's comprehensive security model is integrated with your organisation's Active Directory to easily manage access to the content and functionality. All the while Wisdom ensures that the information is managed allowing adherence to legislative and regulatory compliance and best practises.

Using the Wisdom integration frameworks, all of the document management capabilities can be placed underneath or behind a line of business system meaning that users will automatically adhere to policies and procedures with minimal or no affect on their day to day working practises.

Many organisations are now moving to Digital Mail Room (DMR) requirements as the need to streamline labour intensive historical manual incoming post working practices is recognised as a huge cost saving opportunity and efficiency opportunity. Wisdom's enterprise class credentials allow it to be the perfect solution for corporate wide DMR projects.

### What is Wisdom?

Wisdom is a complete eDRM system which manages documents and records within your organisation throughout their life cycle. From initial drafts through collaborative versions to final release, Wisdom provides security, compliance and auditability for each and every document.

Built on Microsoft SQL server, Wisdom is able to provide robust, high availability and resilient storage and retrieval functions for users via both a web and a mobile device interface. Using a highly scalable architecture, Wisdom provides a key component in any organisation's goal to achieve high user efficiency with maximum user satisfaction.

Wisdom is the foundation of corporate records management policies with integrations for key line of business applications across the public and private sectors including social care, housing and property management, workflow and the Microsoft Office suite, allowing the seamless delivery of secure and compliant records management capabilities and controls to users through their line of business systems.

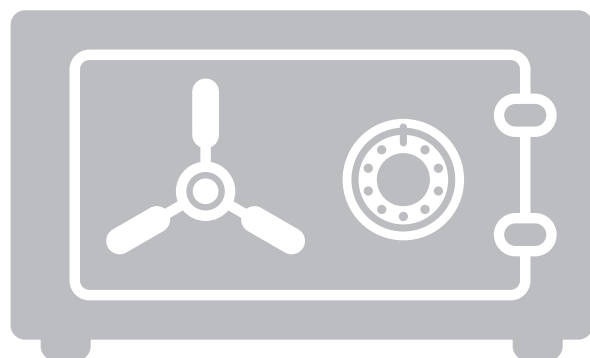
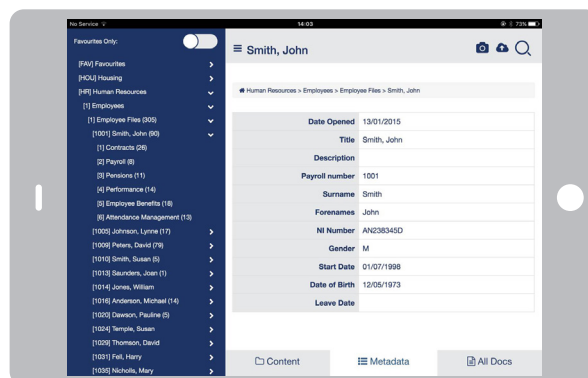


daisy.

## Why Wisdom?

Originally designed and built as a paper based records management database over 20 years ago, Wisdom has a long track record of managing information within organisations. From initial design to the present day, Wisdom has undergone continuous development to ensure it not only evolves to contain all of the features and functions required by users and regulatory bodies, but also has a clear roadmap of features that will be required and needed in the future. Wisdom is now shipping as Version 8 and features a redesigned and contemporary user interface along with full mobile enablement.

Leveraging the benefits of Wisdom is also made simple through the Wisdom Application Programmers Interface (API) and Software Development Kit (SDK) which expose all of the key Wisdom features to external sources so that Wisdom can be integrated into any line of business system. This enables organisations to standardise on one records management policy delivered by one application, and not have individual silos of information scattered throughout other applications and shared folders.



## Ensuring your information is kept safe

The Wisdom team at Daisy has a combined experience of over 80 years in the records and document management and capture markets. We understand that successful implementation of document management starts with user adoption, therefore Daisy base our projects on user experiences, first understanding what challenges the users face in their day to day working lives, then applying features and functions to enhance and complement user processes.

This approach helps us ensure that not only do departments and organisations benefit from the functionality provided by a complete document management system, but also that user working practices are updated to take full advantage of these new features and processes.

Here are just some of the standards schemes and frameworks Wisdom can enable:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Privacy and Electronic Communications Regulations
- Standards based classification
- Local Government Classification Scheme
- SCARRS
- Integrated Public Sector Vocabulary

Legal admissibility and evidential weight of records is assured, in compliance with BS 10008, by National Archives accredited records management of both electronic and paper content.



Wisdom

Daisy House, Lindred Rd. Business Park, Nelson, Lancashire, BB9 5SR

T 01661 529916 E [wisdom@daisygroup.com](mailto:wisdom@daisygroup.com)

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[www.daisygroup.com](http://www.daisygroup.com)