

## COMPANY

Bagiene And Company Ltd

## INDUSTRY

Real Estate

## Location

Kampala Uganda

## Project

Supply And Installation of Electronic Document Management System

## CASE STUDY

**Bagiene Improves access and storage of industry project information with M-Files enterprise document management system supplied by Coseke Uganda Limited.**

Bagiene and Company LTD is Real Estate Company providing professional Real Estate services in the East African region. They provide services like property Valuations and Appraisal, Property Letting and Management, Property Marketing, Property Management, Property Market Research and Analysis.

Bagiene and Company LTD produces and manages massive volume of documentation (about 1,500 files per year each containing a minimum of 400 pages) related to the administration of its industrial service projects. From evaluation reports, agreements, and contracts to project meeting memos, architectural drawings, copies of land titles, the company has hundreds of thousands of documents that must be efficiently managed in order to effectively serve the needs of its customers.

Bagiene and Company LTD was using file folders stored in file cabinets for organizing and managing its information, which was not only resulting in excess time being spent by employees searching for the information they needed, but storage was also an issue -- with instances where they had to hire more external space outside its office premises to keep some of this documents. The company needed a better solution for storing, organizing and managing its wide array of Customer, design and project information.

It was also important for Bagiene and Company to deploy Electronic content management solution that would enable the company to more effectively manage information that required fast and constant retrieval by its Value's. "We did not have a standardized system in place for storing valuation reports, and File folders in cabinets was typically the approach used for storing documents within the office premise. Collaboration between the internal and external team was very different because we usually had one copy of the document." said Jackine, The office Administrator at Bagiene. "As a result, we were spending too



The Content Specialists™

## ABOUT COSEKE

*COSEKE Limited is the premier Document Management Solutions company in the East Africa region with offices in Kenya, Uganda, Tanzania and Rwanda. The firm was founded in 1990, in Tanzania and has a dedicated, highly skilled team of staff in various capacities of ICT. COSEKE is your one-stop shop for all your Business Process Management solutions. At COSEKE "Quality Means No Compromise" in our everyday engagement with our clientele and suppliers.*

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

much time trying to locate documents, and spending too much on storage facilities."

Realizing that the company needed a more effective solution for managing its wide array of information, Bagiene contracted **Coseke Uganda Ltd** to scan its backlog of documents supply a scanner for continuity and install a document management system. Coseke Uganda limited was able to deploy M-Files enterprise information management solution, scan, index all the backlog documents and supply a **Scan Station 520** (fig below) scanner for continuity.



Since implementing document management solution (M-Files) by COSEKE UGANDA, Bagiene employees can now quickly and easily locate the information they need, and communication and collaboration with its external partners has significantly improved.

"Since all of our documents reside in a centralized location (vault) and we access them using the M-Files system, There has been an increase in productivity among our staff members. Our staff no longer use file folders for storing valuation reports.

M-Files document management system has dramatically helped us reduce on our storage costs since we scan all new reports with a Kodak Scanner supplied by Coseke Uganda.

### **Why Coseke Uganda choose Mfiles?**

#### **Windows integration**

M-Files is deeply integrated with Windows and is the only document management solution that has a Windows Explorer user interface that is instantly familiar to anyone who uses Windows.

#### **Application integration**

M-Files' integrates seamlessly with all Windows applications by virtue of its deeply integrated architecture. This means any

application, including Office apps, CAD, accounting and inventory solutions, etc., transparently access M-Files data vaults with standard File commands such as Open, Save, Save as, etc.

### **Reliability and Performance**

M-Files is the only system to offer a "virtual-local" drive that bridges the gap between centralized data storage and local compute resources. With M-Files users work with all the performance and reliability provided by their local computer and hard drive, while M-Files' unique caching mechanism transparently synchronizes with the central data vault. Unlike other systems that use mapped network drives to store data, M-Files always delivers fast "local" performance and reliability, even when the network or server is slow or unavailable due to a crash, periods of high loads or network traffic, or when travelling or working from home. As soon as the connection is re-established, M-Files automatically synchronizes with the server.