



# **Unlock Efficiency with BCX Ajel**

**Our Guide to Modern  
Document Management**

## **Transform your paper-based records into efficient digital workflows, and unlock valuable analytics for your business with BCX Ajel.**

In today's dynamic business environment, success hinges on our ability to adapt, evolve and stay ahead of the curve. BCX Ajel is the key to unlocking this potential, providing your organisation with seamless digital transformation that goes beyond document management. It is a catalyst for streamlining your operational processes, securing your valuable data, and promoting sustainability in a rapidly changing world.

With BCX Ajel, your organisation can navigate the intricate web of regulatory compliance, enhance operational efficiency, and set the stage for a future defined by digital excellence. BCX is your trusted partner on this journey, offering the expertise and solutions you need to empower your organisation.

BCX Ajel offers a range of capabilities, including digital capture and storage of paper-based records, leveraging existing infrastructure for document capture, providing document management and enterprise content solutions, harnessing AI for identifying high-volume paper processes, creating digital forms, streamlining digital workflows, and seamless integration with other business systems. BCX Ajel is your all-in-one solution for a digital transformation journey.

### **Efficiency and Productivity**

BCX Ajel streamlines document management processes, making it easier to create, store, retrieve, and share documents. This efficiency leads to increased productivity, as employees can find information quickly, collaborate more effectively, and reduce the time spent on manual document-related tasks.

### **Data Security and Compliance**

BCX Ajel enhances data security by providing access controls, encryption and audit trails, ensuring that sensitive information remains confidential. It also supports regulatory compliance by automating records management and document retention policies, reducing the risk of non-compliance and associated penalties tasks.

### **Improved Data Accessibility**

BCX Ajel allows for digitisation, which makes data easily accessible from digital devices and platforms. This accessibility enhances collaboration and remote work capabilities, enabling employees to access and work with the captured data from anywhere.

## BCX Ajel Use Cases

Use Case	Challenge	Solution	Benefits
<p><b>Regulatory Compliance and Records Management</b></p>	<p>Many organisations, particularly in highly regulated industries, face the challenge of ensuring compliance with strict record-keeping regulations. Failure to comply can result in legal issues, fines, and reputational damage.</p>	<p>BCX Ajel can automate the capture, storage and management of records, ensuring they meet regulatory standards. It provides version control, audit trails, and access controls to maintain compliance. Automated retention policies help organisations keep records if required and dispose of them when necessary.</p>	<ul style="list-style-type: none"> <li>• Up to <b>25% improvement</b> in overall operational efficiency.</li> <li>• <b>90% of organisations</b> saw a significant reduction in non-compliance incidents, leading to a decrease in potential legal and financial penalties.</li> <li>• On average, a <b>15% reduction</b> in document management costs.</li> </ul>
<p><b>Data Security and Confidentiality</b></p>	<p>Data breaches and unauthorised access to sensitive information pose a significant challenge to organisations. Such incidents can lead to financial losses, legal ramifications, and damage to an organisation's reputation.</p>	<p>BCX Ajel enhances data security through encryption, access controls and user authentication. It creates an audit trail of document access, ensuring visibility into who accessed sensitive data.</p>	<ul style="list-style-type: none"> <li>• Organisations saved an average of \$1 million per data breach incident.</li> <li>• Enhanced data security leads to <b>improved customer trust and protects the organisation's reputation.</b></li> <li>• Up to a <b>50% reduction</b> in data security incidents.</li> </ul>

To explore additional use cases, please do not hesitate to contact us.

## Our BCX Ajel Services Include:

- **Needs Assessment:** BCX will conduct a comprehensive evaluation of your organisation's Document Management needs to create a tailored solution.
- **Customised EDRMS:** We will design an electronic document and records management solution [EDRMS] that aligns with your objectives and optimises document and record management.
- **Implementation:** BCX will oversee the implementation of the EDRMS, ensuring a smooth transition.
- **Training:** We offer comprehensive training for your staff to maximise the benefits of the EDRMS.
- **Support and Maintenance:** Our team provides ongoing support and maintenance to keep your EDRMS running efficiently.

## Why Choose BCX Ajel?

- **Expertise and Experience:** We have high-level, in-depth technology expertise and a proven track record in delivering successful electronic document and records management solutions. We understand the intricacies of modern record-keeping.
- **Tailored Solutions:** We work closely with your business to understand your unique requirements and challenges. We offer customised solutions that align with your organisation's specific needs, ensuring that the system is a perfect fit for your business processes.
- **Proven Results:** Our solutions have delivered tangible results for organisations of all sizes.
- **Dedicated Support:** Our team is committed to your success, providing ongoing support and optimisation

## Key deliverables that organisations can expect from BCX Ajel:

BCX Ajel Key Deliverables		
<p><b>Efficiency and Productivity</b></p>	<p>BCX Ajel enhances efficiency and productivity by automating document capture, storage and retrieval. It streamlines workflows, reduces manual data entry, and allows quick, accurate access to information. Scalability accommodates growth, ensuring that staff can focus on higher-value tasks, improving overall organisational efficiency and productivity.</p>	<ul style="list-style-type: none"> <li>• Automated document capture and storage.</li> <li>• Quick and accurate data retrieval.</li> <li>• Workflow automation for streamlined processes.</li> <li>• Integration with other systems to reduce manual data entry.</li> <li>• Scalability to handle increasing volumes of documents.</li> </ul>
<p><b>Compliance and Risk Management</b></p>	<p>BCX Ajel ensures compliance and risk management by enforcing role-based access control, maintaining audit trails, and managing records according to retention schedules. It reduces data security risks, enforces data accuracy, and facilitates regulatory compliance, safeguarding organisations from legal and operational risks associated with improper document and record management.</p>	<ul style="list-style-type: none"> <li>• Role-based access control for data security.</li> <li>• Audit trails and reporting for regulatory compliance.</li> <li>• Record retention and disposition management.</li> <li>• Ensuring data accuracy and consistency through version control.</li> <li>• Backup and disaster-recovery measures for data protection.</li> </ul>
<p><b>Accessibility and Collaboration</b></p>	<p>BCX Ajel offers accessibility and collaboration by providing secure access to authorised users from anywhere. It encourages teamwork with integrated collaboration tools, enabling efficient document-sharing and collaboration. User training and support promote system adoption, enhancing accessibility and collaboration, ultimately fostering better communication and knowledge-sharing within the organisation.</p>	<ul style="list-style-type: none"> <li>• Easy, secure access for authorised users.</li> <li>• User training and support to encourage system adoption.</li> <li>• Integration with collaboration tools for efficient teamwork.</li> <li>• Efficient data sharing and document collaboration features.</li> <li>• Continuous improvement through user feedback and system updates.</li> </ul>

<p><b>Strategic Decision Support</b></p>	<p>BCX Ajel facilitates strategic decision support by offering reporting and analytics capabilities. It enables data-driven insights for informed decision-making, aligning EDRMS strategies with organisational goals. Integration with business intelligence tools allows comprehensive data analysis, ensuring data accuracy and reliability for well-informed, strategic decision support within the organisation.</p>	<ul style="list-style-type: none"> <li>• Reporting and analytics capabilities.</li> <li>• Data-driven insights for informed decision-making.</li> <li>• Integration with business intelligence tools for data analysis.</li> <li>• Ensuring data accuracy and reliability.</li> <li>• Alignment of EDRMS strategies with organisational goals.</li> </ul>
<p><b>Cost Savings and ROI</b></p>	<p>BCX Ajel delivers cost savings and ROI through automation, reducing operational costs and increasing efficiency. It minimises error rates, saves time, and lowers compliance-related expenses. Enhanced productivity translates into a positive ROI by streamlining processes and resource allocation, ultimately benefitting the organisation's financial health.</p>	<ul style="list-style-type: none"> <li>• Reduced operational costs through automation.</li> <li>• Improved efficiency and reduced error rates.</li> <li>• Time-saving through quick data retrieval and streamlined workflows.</li> <li>• Reduced compliance risks and associated costs.</li> <li>• Enhanced productivity, leading to a positive ROI.</li> </ul>

## CONTACT US

Ready to transform your document and records management?

Email us today at [info@bcx.co.za](mailto:info@bcx.co.za) to schedule a consultation and learn how we can help you enhance efficiency and drive strategic value.