

ASTI sets the People's Insurance Company of China (PICC) on the "Paperless" Path

ASTI, headquartered in Rockville, MD, is an international software development company that develops advanced software products and provides high quality technical services.

During the last few years, ASTI's System Integration Department has developed enterprise-oriented applications, office automation systems and other special projects. ASTI, an experienced system integrator of large scale enterprise-oriented applications, provides software application development and technical consulting services to companies in industries such as Banking, Insurance, and government organizations.

Overview of PICC Office Automation (OA) System

The Office Automation (OA) System for the People's Insurance Company of China is one of ASTI's largest projects. This system has been working well in PICC Beijing Branch for more than one year while ASTI continues to extend this system to all of PICC's branch offices in China—a total of more than 40 branches!

System Structure and Functions

The OA System for PICC is based on the underlying PICC Intranet and the Lotus Notes/Domino software. Various PICC office workflow tasks have been computerized, thus making them *paperless*.

The PICC OA System Subsystems Include:

- Official and Legal Document Management
- Workflow Management
- Today's Tasks
- Personal Office Assistant
- Archive Management
- Public information and Forum Management
- System Management

Key Features & System Characteristics

Today's Tasks

Conveniently manage your tasks (from other workflow subsystems) in one location! Eliminates the need to go into each subsystem to check outstanding tasks!

Workflow Auto Reminder

Automatically remind yourself of the important tasks to be done for the day by configuring a notification time interval and selecting a notification prompt. The notification style is also user selectable.

Voice Comments

Insert voice comments into documents as well as text comments to let others hear your opinions—a quick, useful alternative to manual input!

Please visit our website at: <http://www.asti-global.com>

Secured Official Seal & Signature Authentication

Authenticate and certify documents by inserting a graphical stamp of the company's official seal or signature in a document. The stamp and signature are password protected to ensure security.

Visual Workflow

Visually locate a document's position within the overall workflow process and determine who is currently responsible for processing that document by viewing the "visual workflow area".

Role Delegation

Delegate your role to other people during extended absences to maintaining routine workflow in a normal and continuous manner.

Ease of Installation

Execute a simple installation program to setup the system quickly. No need to hassle with the complexity of Notes installation.

Multi-Location OA Workflow Information Exchange

Coordinate workflow needs in multiple locations! Send documents to any point within the workflow process regardless of the physical location.

ASTI's OA Software Services

ASTI's experience and expertise with OA systems and tools enables them to evaluate a company's OA needs, write the specifications, and configure and deploy an OA system in minimal time.

Exploiting the powerful Communication, Cooperation, and Information Sharing functions of Lotus Notes/Domino, we can develop systems that automate various office workflows and reduce, or eliminate the paper. If necessary, we can help your company plan, establish and construct an Internet/ Intranet based software system.

Our Customer Success Stories

- OA system for the PICC headquarters and over 40 subsidiaries in major cities all over China. Implementing the document flow among/within all of the PICC branches to achieve a "paperless office" (Lotus Notes)
- OA system for the Beijing Branch, Agricultural Bank of China
- Meeting Management System for Sino-Pec

Please contact the nearest ASTI office to discuss your OA project needs with an ASTI technical consultant.

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