

Uploading multiple documents has never been so easy with the FYB DocUMove



- ▶ Assists with the transition of documents from network drives, hard drives, or other locations into HPE Content Manager
- ▶ Has an intuitive web interface
- ▶ Allows for batch upload of documents
- ▶ Works within security and record keeping compliance requirements of HPE Content Manager



CASE STUDY: Department of Premier and Cabinet Tasmania FYB DocUMove for HPE Content Manager

The Department of Premier and Cabinet Tasmania, is the central agency of the Tasmanian state government and have recently gained access to FYB DocUMove.

DocUMove provides users with the ability to upload multiple documents from a range of repositories into HPE Content Manager through an intuitive web interface.



Tasmanian Government

“We saw a demonstration of DocUMove at an FYB Free event, we could not believe that it was free for FYB members. DocUMove has streamlined our processes and increased our efficiency.”

Jane Norris, Manager,
Records and Information
Management, Department of
Premier and Cabinet Tasmania

Challenges

- ▶ Before DocUMove, Department of Premier and Cabinet Tasmania would manually add metadata and properties to each document individually before placing it in a queue for transition to HPE Content Manager
- ▶ The manual document transition process is repetitive and time consuming

Benefits

- ▶ It's free for FYB Members
- ▶ Requires little if any training for users
- ▶ Allows for the entering of metadata and tags only once for batch document uploads

Implementation

- ▶ Department of Premier and Cabinet Tasmania has been working in partnership with FYB since 2013 to deliver effective and efficient electronic document and records management services.
- ▶ “After seeing the demonstration at FYB Free, we contacted FYB Members Support Services to have DocUMove installed. FYB promptly installed the tool into our development environment. Once we'd completed our testing, FYB then installed it into production. It was as simple as that!”
Jane Norris, Manager, Records and Information Management,
Department of Premier and Cabinet Tasmania

Contact the
FYB Office

1800 392 392 | info@fyb.com.au

www.fyb.com.au



DocUMove is a part of the FYB Toolkit
For more information visit: fyb.com.au/fyb-edrms-resource-kit/