



## UNIVERSITY OF EMBU

### The office of Registrar(PAF) Spearheads Digital Filing and Document Management System

Believe it or not, organizations are the largest consumers of paper, which is taking a heavy toll on the environment, forests, and other natural resources. Also, over 50% of a organization's waste is composed of paper. One of the best ways a firms can become environment-friendly is by switching to a digital or electronic filing system.

The office of the Registrar Planning, Administration and Finance has been at the forefront to digitize its **filing system** sometimes called an **electronic filing system** or a digital document management system The Department has taken time to create, store, organize, and share digital files and documents efficiently and appropriately. The system was created from 2015 and its running smoothly making the office day to day activities run smoothly by saving time.

The office of Registrar (PAF) has benefited from the system and it has realized the following advantages:

1. Less Physical Storage – no space is needed for the case of physical files.
2. Air-tight Security – the folders are well stored using secure strong passwords.
3. Easier File Retrieval – by a click of a mouse you are able to get a document.
4. Improved Workflow – sharing of the folders is easier thus making work flow efficiently.
5. Increased Productivity – no movements and therefore work production is high.
6. Cost Reduction – the cost of papers used in printing, and labor for messengarial duties are reduced by far thereby saving the University finances.
7. Competitive Advantage Over Other Businesses – it's easier for electronic messages to be passed from one institution to another creating speed in interaction with investors and possible partners.

Apart from the benefits mentioned above, a **digital document management** system also makes your office green and eco-friendly by reducing the demand for paper.

### Achievements:

The office of the Registrar (PAF) has achieved the following on DMS.



1. Trained over 50 members of staff on Basic DMS during the FY 2021/2022.
2. Trained over 35 members of staff on Advanced DMS during the FY 2022/2023 to spearhead the process of migrating from analogue to DMS.
3. Planning a training for trainers of trainers from different departments.
4. Have been able to digitize all its documents and successfully uploaded to the DMS portal.
5. Has been able to cut cost and save for the University on use of printing papers, moved from use of 10 reams per year to 3 reams per year.
6. Has been able to reduce labour by use of e-messaging on official communication.
7. Has been able to reduce on time taken to do a task by reducing movement and perusing for documents.

**NB:** You save thousands of paper and hence a lot many trees, which leaves a positive impact on the environment.

Prepared by

Ikiugu Lucy Kanana  
Office Admin/ DMS - Champion