

# COMPANY PROFILE



**Midata  
Tech** Ltd

# ABOUT MIDATA TECH

MIDATA-TECH LTD was established in 2005 with the aim of providing integrated ICT solutions and services to Government institutions, and corporate organization both small and medium.

We pride ourselves in having diverse solutions and a great team of young and vibrant tech team to offer quality solutions and after sales support

## OUR MISSION

To provide trusted, agile, innovative and robust value-for-money ICT solutions that enable the organization to be effective and productive -putting the customer at the heart of all we do."

## Our Values

Our core values are innovations and serving customers so as to improve the overall customer experience while driving down the cost of ownership





# Our Services

## Digital Workplace



Integrated Document & Business  
Process Management System  
**(iDBMS)**



Enterprise Content  
Management **(ECM)**



Transparent Record  
Management **(TRM)**



Business Process  
Re-Engineering



ICT disaster recovery  
planning (Business  
continuity)

## Other Services

Monitoring  
& Evaluation  
Systems

Professional  
Trainings  
**(Onsite, Online.)**



Integrated  
Digital  
Security  
Systems

ICT Managed  
Services  
Provider **(MSP)**



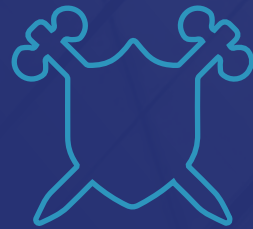
# Solution Showcase

## Process Automation

Laserfiche manages mission-critical processes with ease, the following are some of the various processes automated by our comprehensive platform.

## State & Local Government Mission Critical Processes.

Online Permit / License Application Systems



Contracts Management Automation

Research and Grant Management System (Pre & Post Award)

Research submission – Committee Review - Award- Contract- Milestone management- Closing.

Case Management

## Digitization of Records & Transparent Record Management

Engage in real time in

Digitization and Indexing of Records



Physical Records Management

Records Lifecycle (Active, Cut-off, Retention and Disposition),

Paperless Audit Automation.

# Solution Showcase

## Procurement Management Unit (PMU)

Complete Procurement Process Automation

Procurement Planning and Budget Approval, Purchase Requisitions, Tender Broadcast and Vendor selection)



Contract Management System

Vendor (Suppliers) Registration

Materials Requests, Tracking (Inventory) and Any other Request Forms

# Solution Showcase

## Human Resource and Administration Processes (HR)

Incoming and Internal Mail  
Correspondences Automation



Recruiting Management Platform (Hire to Retire)  
Job Requisition – Job Application –  
Onboarding – Offboarding

Leave Management

Time Sheet Management

Transport / Fleet Management

Any other internal Requests Forms

Integration with existing HR Processes

# Solution Showcase

## Finance

Accounts Payable (LPO-Invoice Processing)  
PO to Invoice Marching, Approval,  
integration to Account Systems



Staff Advance Request and liquidation  
(retirement/Expense Reporting)

Paperless Loan  
Management

Integration with ERP systems. – Oracle,  
SAP, MS Dynamics, Epicor etc.



# Solution Showcase

## Fixed Asset Management

Fixed Asset Management System  
Fixed Asset Registration, Barcode  
Tagging, Allocation, Service and  
Maintenance, Verification (Audit) and  
Disposal.



Infrastructure Asset Management System  
Maintenance Management, Contract Management,  
Work in Progress Management (WIP), Stock Control,  
Condition Monitoring (Inspection) using Mobile App  
with GIS integration.

Investment Management / Property Management  
Contract Management, Work in Progress  
Management (WIP), Maintenance Management  
and Inspections using Mobile App

# Solution Showcase

## Mobile App

### Engage in real time in

Review and Approval while on the move/out  
of office



Inspections with integrated GIS to auto  
capture locations

Registrations and account opening with integrated  
contents (documents, images, videos etc.) and  
fingerprint capture

Verifications and Tracking of Assets etc.

# Clients Solutions

The Agency is responsible for the management of 35,000 Km of roads made up of 12,786 Km of trunk roads and 22,214 Km of regional roads according to the Roads Act No. 13 of 2007 and subsequent reclassification up to June 2015. The agency is engaged in automation of business process for in-house and external business processes aiming at ultimate paperless processing of its business activities.

## SITUATION/CHALLENGE

Difficulty in search and retrieval of paper documents, misplaced and lost documents resulted in a lack of information sharing between departments, as well as multiple copies of identical documents. Also longer request and processing time.

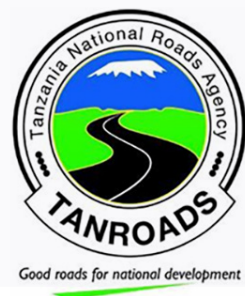
## SOLUTION

Laserfiche was implemented to fully automate over 100 processes across different directories (HR from hire to retire, Finance, Registry/Records, project planning etc.) at every step of the process including submission, data verification and internal approvals. Phase II was to digitize the backlogs of all records produced during manual business process.

## RESULT/BENEFIT

Converted over 20 Million pages into digital pages and files

Reduced time looking for documents, with a centralized repository, accessible from laptops, tablets and smartphones, reduced payment request processing time, Eliminated manual transfer of documents from third party software through seamless integration of their systems with laserfiche, Increased productivity and accuracy, Increased visibility across departments on routing and approving, Promoted accountability responsible engagement and collaboration between departments.



# Clients Solutions

The National Social Security Fund (NSSF) is the government agency of Tanzania responsible for the collection, safekeeping, responsible investment, and distribution of retirement funds of all employees in all sectors of the Tanzania economy that do not fall under the governmental pension schemes. The National Social Security Fund was established under the National Social Security Fund Act [Cap. 50 R.E 2018]. The Fund engaged Midata-Tech Ltd in its digital transformation journey to achieve digital workplace in the beginning of year 2020. The project meant to automate all paper driven processes and digitization of existing records into a central repository according to the National Archive Policy.

## SITUATION/CHALLENGE

Difficulty in search and retrieval of paper documents, misplaced and lost documents resulted in a lack of information sharing between departments, as well as multiple copies of identical documents. Also longer request and processing time.

## SOLUTION

Laserfiche was implemented to fully automate processes in different departments such as registry department, finance, HR etc.

## RESULT/BENEFIT

Reduced time looking for documents, with a centralized repository, accessible from laptops, tablets and smartphones, reduced payment request processing time, Eliminated manual transfer of documents from third party software through seamless integration of their systems with laserfiche, Increased productivity and accuracy, Increased visibility across departments on routing and approving, Promoted accountability responsible engagement and collaboration between departments.





# Clients Solutions

The Public Service Social Security Fund is a social security scheme established by Public Service Social Security Act of 2018, which involved merging four previous funds namely PSPF, PPF, LAPF and GEPF. The Fund purchased Laser fiche platform for automation of business processes and secure storage of members and other vital records. The Fund decided to automate document driven processes and enable shared services so as to improve records security, service delivery and meet compliances.

## SITUATION/CHALLENGE

Difficulty in search and retrieval of paper documents, misplaced and lost documents resulted in a lack of information sharing between departments, as well as multiple copies of identical documents. Also longer request and processing time.

## SOLUTION

PSSSF implemented laser fiche to make the office completely paperless across different directorates such as PMU, Human capital process automation, automation of incoming and internal mails etc.

## RESULT/BENEFIT

Reduced time looking for documents, with a centralized repository, accessible from laptops, tablets and smartphones, reduced payment request processing time, Eliminated manual transfer of documents from third party software through seamless integration of their systems with laserfiche, Increased productivity and accuracy, Increased visibility across departments on routing and approving, Promoted accountability responsible engagement and collaboration between departments.



# Clients Solutions

PACT's work in Tanzania focuses on improving the lives of orphans and vulnerable children a Basket Fund supported by USAID, UNICEF, TWB etc. One of the challenge among other document driven processes included Procurement Management, with a lengthy process of approval chain which includes stakeholders scattered all over the country and overseas depending on the amount to be approved. PACT aimed automating the process from procurement planning activities, Purchase requests, Tendering to delivery with integrated Fixed asset management.

## SITUATION/CHALLENGE

Difficulty in search and retrieval of paper documents, misplaced and lost documents resulted in a lack of information sharing between departments, as well as multiple copies of identical documents. Also longer request and processing time.

## SOLUTION

PACT uses laser fiche to automate procurement management, fixed asset management, finance and records management. They were able to prevent manual errors and enable greater productivity amongst its department.

## RESULT/BENEFIT

Reduced time looking for documents, with a centralized repository, accessible from laptops, tablets and smartphones, reduced payment request processing time, Eliminated manual transfer of documents from third party software through seamless integration of their systems with laserfiche, Increased productivity and accuracy, Increased visibility across departments on routing and approving, Promoted accountability responsible engagement and collaboration between departments.





# Clients Solutions

The Private Agricultural Sector Support Trust (PASS) is a facility established in the year 2000 in order to stimulate investment and growth in commercial agriculture and related sectors. It was registered in 2007 as nonprofit making and non-governmental organization under the Trustees Incorporation Act, 2002 and is taxed as charitable organization.

## SITUATION/CHALLENGE

Difficulty in search and retrieval of paper documents, misplaced and lost documents resulted in a lack of information sharing between departments, as well as multiple copies of identical documents. Also longer request and processing time.

## SOLUTION

- PASS implemented laser fiche to make the office completely paperless across different directorates such as PMU, Human capital process automation, automation of incoming and internal mails etc.
- Digitization: PASS used Laser fiche to digitize all physical records, indexing and making the

## RESULT/BENEFIT

Converted over 3,500,000 paper files into digital ones

Reduced time looking for documents, with a centralized repository, accessible from laptops, tablets and smartphones, reduced payment request processing time, Eliminated manual transfer of documents from third party software through seamless integration of their systems with laserfiche, Increased productivity and accuracy, Increased visibility across departments on routing and approving, Promoted accountability responsible engagement and collaboration between departments.



# Clients Solutions

The Public Service Social Security Fund is a social security scheme established by Public Service Social Security Act of 2018, which involved merging four previous funds namely PSPF, PPF, LAPF and GEPF. The Fund purchased Laser fiche platform for automation of business processes and secure storage of members and other vital records. The Fund decided to automate document driven processes and enable shared services so as to improve records security, service delivery and meet compliances.

## SITUATION/CHALLENGE

Difficulty in search and retrieval of paper documents, misplaced and lost documents resulted in a lack of information sharing between departments, as well as multiple copies of identical documents. Also longer request and processing time.

## SOLUTION

- Common qualification system for Oil and Gas.
- By implementing laser fiche, EWURA has accelerated processes, digitizes local content records from licensees and contractors

## RESULT/BENEFIT

Reduced time looking for documents, with a centralized repository, accessible from laptops, tablets and smartphones, reduced payment request processing time, Eliminated manual transfer of documents from third party software through seamless integration of their systems with laserfiche, Increased productivity and accuracy, Increased visibility across departments on routing and approving, Promoted accountability responsible engagement and collaboration between departments.





# East Africa's Leading Laserfiche Provider

**Laserfiche®**  
Solution Provider

## ABOUT LASERFICHE

Laserfiche is the world's leading software for content management, business process automation, and productivity-boosting data analytics. With users spanning more than 80 countries across the globe, in nearly every industry - including government, education, financial services, and healthcare- Laserfiche solutions make organizations smarter, more collaborative, more efficient, and more effective. For more information visit [www.laserfiche.com](http://www.laserfiche.com)

## Meet MTL #1 Laserfiche Provider in Eastern Africa

MTL is your leading Laserfiche services provider specializing in Records Management deployment, Project Management, and third-party integration. MTL has been a Laserfiche VAR for 10 years and has completed the most challenging ECM projects for Governments and Private firms. You can find MTL's solutions on the [www.midata-tech.com](http://www.midata-tech.com).



## LASERFICHE CERTIFICATION

MTL is Gold and Platinum-certified Laserfiche Solution Provider in East Africa. This Certifications demonstrates not only exemplary ECM expertise, but an ability to provide higher quality solutions for customers.

# Our Clients

