Transparency is vital for not-for-profit organisations, yet meeting rigorous auditing requirements can be a costly challenge. With DocuWare, the Endangered Wildlife Trust has streamlined its processes, significantly reducing administrative effort and costs while ensuring full compliance.

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ENDANGERED WILDLIFE TRUST
Protecting forever, together.

Yves Manana, IT-Manager, Endangered Wildlife Trust, Midrand (Johannesburg),
reduces administrative costs with DocuWare:

"DocuWare has accelerated and simplified our processes, enabling us to focus on our projects and ensure our time and resources go where they are most needed."

Location:	South Africa
Industry:	Non-profit organisation
Deployment:	Cloud
Department:	Purchasing, Accounting, Finance, Human resources, Contract management, IT
Integration:	Sage Intacct

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Since 1973, the Endangered Wildlife Trust (EWT) has worked to conserve Africa's rich biodiversity. Beyond protecting endangered species and habitats, the organisation develops holistic strategies for sustainable coexistence between people and wildlife. To support its mission, the EWT turned to DocuWare to optimize its internal processes – making reporting not only more transparent but also far more efficient.

In the non-profit sector, careful documentation of fund allocation is critical. At the EWT, this translated into complex and often cumbersome procedures, especially in procurement and accounting. Around 120 of the organisation's 150 employees work in the field, where they are also responsible for local purchasing. Previously, requirements were recorded in Excel forms, then submitted for approval via email. Once authorized, the team would request quotes from suppliers, forward them to the finance team for review, and – after further approval – initiate payment. Invoices were again submitted manually using Excel. Not only was this process time-consuming, but document storage was decentralized and disorganized. Important documents such as quotes were often buried in

individual email inboxes, making them difficult to access – especially when field staff were offline or out of reach. The finance team frequently lacked access to the full documentation, and as workloads grew, this manual system became unsustainable. The EWT needed a solution to relieve its administrative burden. After evaluating several document management systems, DocuWare emerged as the top choice – not only fulfilling all technical requirements, but also standing out as a highly cost-effective option.

Seamless integration, intuitive workflows

With DocuWare, the EWT digitized its existing workflows – including previously used Excel forms. A key advantage: DocuWare integrates seamlessly with Microsoft SharePoint, the organisation's familiar interface. This minimized the need for training and ensured quick adoption. Employees now complete digital forms directly in SharePoint, attach supporting documents, and submit them electronically. DocuWare handles secure, audit-ready archiving and automates the approval process. When a document requires approval, the relevant team is notified via email and can authorize it instantly using a digital stamp. When data from documents – such as invoices – needs to be used in other systems,

"Previously, we had to manage multiple archives – including individual email inboxes where critical documents were often hidden. DocuWare consolidates all of this into one centralized document pool."

"Despite its extensive range of functions, DocuWare is extremely user-friendly for both end users and administrators. Adjustments can be made easily and directly within the system."

DocuWare transfers it automatically. For example, the ERP system Sage Intacct receives all relevant data without any need for manual re-entry. This automation ensures accuracy and saves time. In addition to procurement and finance, the EWT now uses DocuWare for HR and contract management as well.

Efficiency gains across the board

Thanks to DocuWare, the EWT's processes have become dramatically more efficient. Gone are the days of emailing Excel forms and attachments back and forth. The entire workflow is now digital, centralized, and trackable. Team members can check approval statuses anytime, anywhere – without having to consult the finance department. The transparency DocuWare provides has transformed documentation and reporting. In the past, information on fund usage was only available after complete manual approval and data entry into the ERP system. Today, this data is available in real time, from the moment a requirement is recorded – standardized and ready for reporting. The result: less administrative effort, faster processes, and greater accountability. Most importantly, it allows the EWT to dedicate more of its resources directly to where they matter most – on the ground, protecting Africa's wildlife.

"The excellent support provided by our local DocuWare partner truly stands out."

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