FROM HAVING OFFICE SPACE TAKEN UP BY DOCUMENT ARCHIVING AND STORAGE TO BUILDING A MUCH MORE PRODUCTIVE AND EFFICIENT WORKSPACE THANKS TO SCAN2X AND THEREFORE™

Industry:
Legal/Notarial Services

Burlo' Fleri Soler & Associates is a notarial services company based in Malta with around 20 employees. It offers a full range of notarial and other related services.

This is the success story of Notary Peter Fleri-Soler and his associates who fifteen years ago embarked upon a project in order to digitise and organise their physical documentation into electronic documents, as their set up at the time was causing a number of problems.

A notarial office is legally bound to archive a wealth of important data accumulated over the years. It isn't surprising that office space at a long-established firm, was being consumed by such a task as were employee hours spent in data search.

Scan2x and Therefore™ allowed the firm to create a more productive and efficient workspace through the implementation of seamless digitisation, archiving and data search processes.

Canon

Burlò Fleri-Soler
A ASSOCIATES | NOTARIES PUBLIC

See the bigger picture

WHICH WERE THE MAIN PAIN POINTS YOU WANTED TO ADDRESS THROUGH THE SOLUTIONS YOU OPTED FOR?

The challenges can be summed up under the following headings:

Time-Saving

With extensive paper records being archived and stored in different areas of the premises, employees wasted a lot of time moving and searching for documents.

Efficiency

Due to the volumes of paper records stored in different areas of the office, the incidence of human error also increased. This was mainly due to employees moving documents to a different location without notifying others.

Better collaboration and transparency

If notaries required a document, they would rely on an employee to find it instead of being able to find it themselves, creating a lack of management visibility around processes.

Cost and Archiving space

Our premises was in a prime location on the island. Archiving and storing all documents increased our expenses, such as the opportunity cost of having to acquire more office space for current or potential employees.

Making room for what matters

With extensive paper records being archived and stored in different areas of the premises, employees wasted a lot of time moving and searching for documents.

OVER 31,360 DOCUMENTS DIGITISED

2 TO 3 WORKING DAYS TO FIND THE DOCUMENT TO INSTANTS

"Like many legal professionals, we had reams of information, and we were using up too much time accessing information not immediately located when we needed to."

Peter Fleri-Soler LL.D.

Did you save space on the office by digitising and archiving documents?

Paper documents can easily take up several rooms worth of storage space. Even for a small business, all the files you need to keep track of can quickly fill up multiple cabinets.

We were renting a garage for our documents, and we just stopped the rent this year thanks to the digitalisation of over 31360 documents.

How easy it is now to search for documents?

Before implementing the digitisation of our documents when someone asked me for something regarding an old file, I had to send someone from my team to the garage where the documents were being archived and it took 2 to 3 working days to find the document and have it in my hands. Now it's instantaneous.

What results were achieved through Therefore™ and Scan2x?

STAGE 1

Streamlined many of the organisation's workflows and document archiving:

Through the installation of Therefore™ - a Document Management System -on our in-house server, all documents were scanned using Canon high speed document scanners.

STAGE 2

Saved storage cost and a more efficient workflow:

All data was migrated to a cloud system through Therefore™ Online, bringing our data storage facilities up to date, increasing workflow efficiency and delivering significant recurring cost saving in server hardware and maintenance.

STAGE 3

Productivity, time savings, and accessibility:

With the installation of Therefore™'s full text search functionality, any employee could digitally search for a client number, and gain access to all relevant documents in seconds, even off-site, thus improving workflow efficiency significantly.

Compliance and consistency

scan2x

Throughout all stages Scan2x™ was used to automate the process of capturing paper documents into digital storage, while extracting information from the documents through Therefore™.

Scan2x™ scanned and automatically archived the documents as required, while collecting document metadata, such as client numbers.

All data was saved into a Therefore™ category ensuring that we were fully compliant Scan2x™ guarantees consistency with data capture from all scanned documents

Canon

See the bigger picture