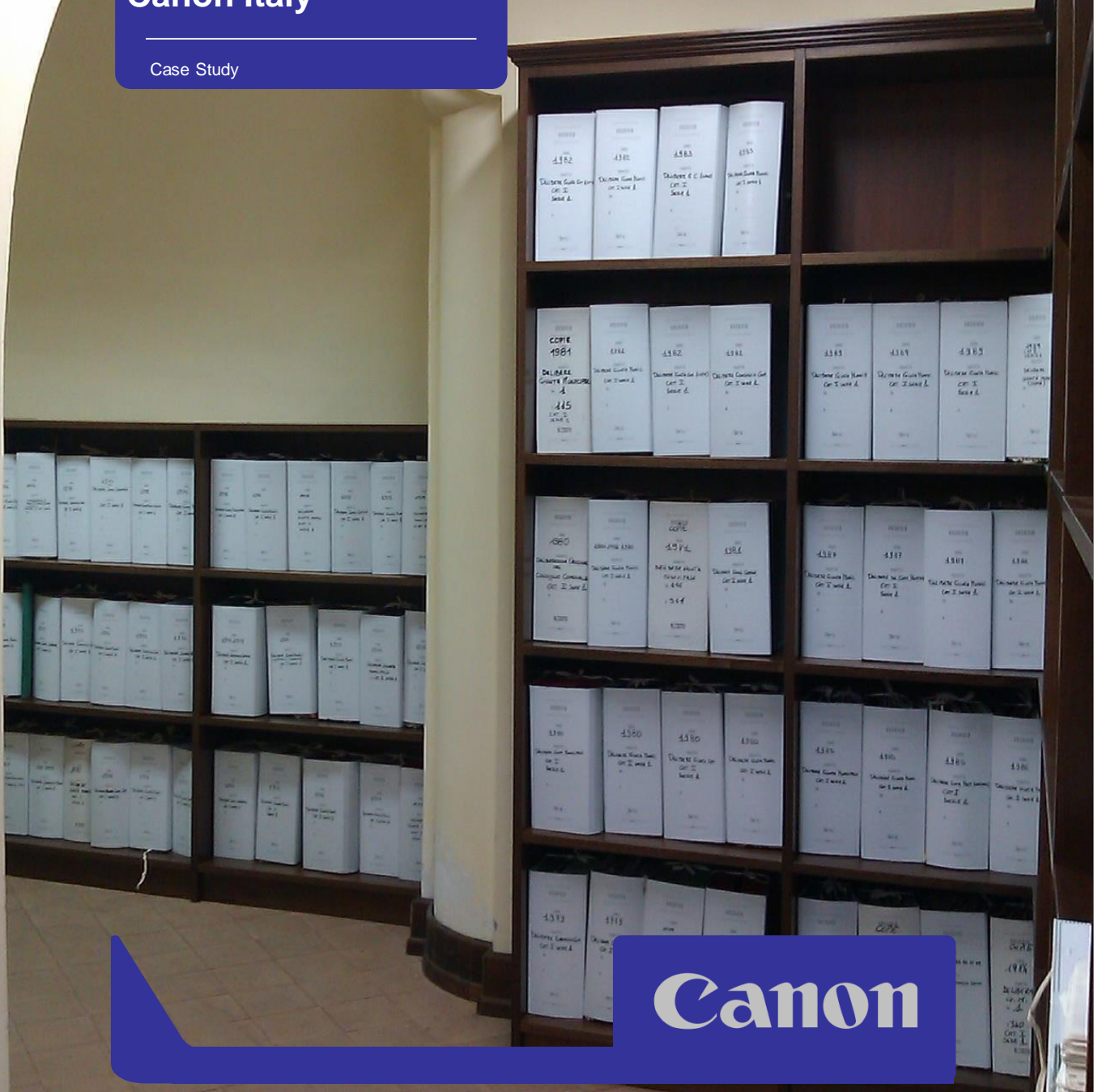


A digital revolution in Isola di Capo Rizzuto

Canon Italy

Case Study



Canon

Therefore has completely eliminated the need for lengthy and inefficient manual searching



Situation

The historical archive of this Calabrian municipality contains about 20,000 documents, some of which date back to early last century. The documents were long abandoned and worn out, making them unusable to both municipal employees and the public at large.

The municipal administration of Isola di Capo Rizzuto chose Canon as a partner for their digitalization and the implementation of a document management system needed to safeguard their whole archive, which has considerable historical and cultural value for the municipality. This was part of an entire renovation project for the archive, which called for the restoration of the archive rooms as well as the conservation and digitalization of the paper documents it contained.

The mayor and the municipal administrators of Isola di Capo Rizzuto understood the urgent need to renovate the archive, and saw from the very beginning the importance of organizing its contents using a modern, digitalized system.

Development

“The municipal council submitted its request to us along with the specifications for the setup of the project. Besides their desire to secure their documents through digitalization, their main requirement was the ability to immediately access their documents, even by several users simultaneously,” explained Francesco Farullo, Solution Business Consultant at Canon Italy.

The project was carried out in collaboration with Giuseppe Mercurio (Management Engineering Resp. Area I.C.T. – S.I.C. – R.G.A. Care Home – Institute St. Anna s.r.l. of Crotone) as well as Maurizio Carchedi’s SAM, a Calabrian agency from the Canon Accredited Partner network which took care of the implementation and provided the necessary infrastructure and support.

Proposed Solution

The two types of documents that needed to be digitally archived were council resolutions and financial statements, which together totaled 20,000 files. The proposed solution was Canon’s document management software, Therefore™, running Workgroup Edition with five licenses. The documents were cataloged according to year and mandate, keeping them in line with the desired search criteria. In addition to the Therefore™ software, two high-volume DR scanners from Canon were implemented; one Canon DR 6030-C in A3 format and one Canon DR 4010-C in A4 format.





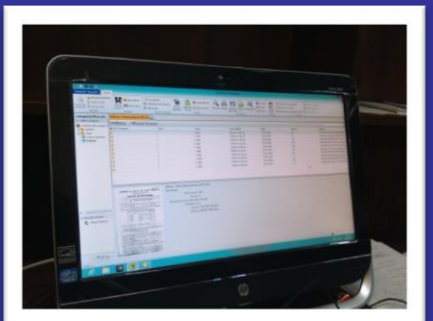
“In order to make this process more efficient, Canon provided the archive staff with expert personnel who outsourced the scanning of the documents. At the same time training on the new system was provided to municipal employees, all of whom found it intuitive and easy to use, even for less experienced users,” explained Maurizio Carchedi, owner of SAM.

The implementation of the project started in January 2013 and took just over three months to complete. The advantages of a completely digital archive were immediately noticed by the archive staff.

The lengthy and inefficient method of manually searching, no longer sustainable from a financial perspective, was eliminated and replaced by an archiving system capable of both preserving paper documents through digitalization and protecting confidential information thanks to the advanced security and traceability functionalities in Therefore™.

“Thanks to the success of the archive’s digitalization project, the municipal administration of Isola di Capo Rizzuto is evaluating the expansion of the same document management system to its other offices, thereby becoming a leading municipality in terms of services offered as well as savings and efficiency,” concluded Maurizio Carchedi.

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S.A.M.

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