

CIGES

Efficient and secure work processes thanks to a digital archive



“Therefore™ keeps our data secure and enables quick access to all documents in our office.”

John Cordy
Managing Director of CIGES

Canon

come

and

see

The communities in the canton of Valais in Switzerland no longer need a physical archive. Thanks to their IT partner CIGES they process their documents digitally and access them online. Using Canon's document management system, Therefore™ they gain safety, time, and money.

CIGES: A competent and experienced IT Partner
CIGES stands for Centre Informatique de Gestion. Established in 1968, CIGES is based in Sion and employs 15 people. Their wide ranging experience in centralizing IT infrastructures, creating synergies and reducing costs comes from their focus on new technology to increase productivity. CIGES' customers include governments, stewardships, energy firms, as well the retail industry. CIGES full-service offering includes the implementation, operation, and support of IT applications both for the data and the system itself. The individual solutions are based on customer demands to guarantee efficient and economic use of the software. CIGES shareholders include three communities and two energy providers.

Seamless Integration to OFISA Informatique
To process the data of its communities, CIGES uses an application from Swiss company OFISA Informatique, a leading vendor of software solutions for public agencies. Incoming paper documents, like delivery notes, are scanned and sent to the management software. This interface makes it possible to substantially increase the efficiency of the system.

John Cordy, Managing Director at Ciges says, "We were looking for an integrated application that works seamlessly with our solution from OFISA Informatique- so that users wouldn't realize they are switching applications during their daily work".

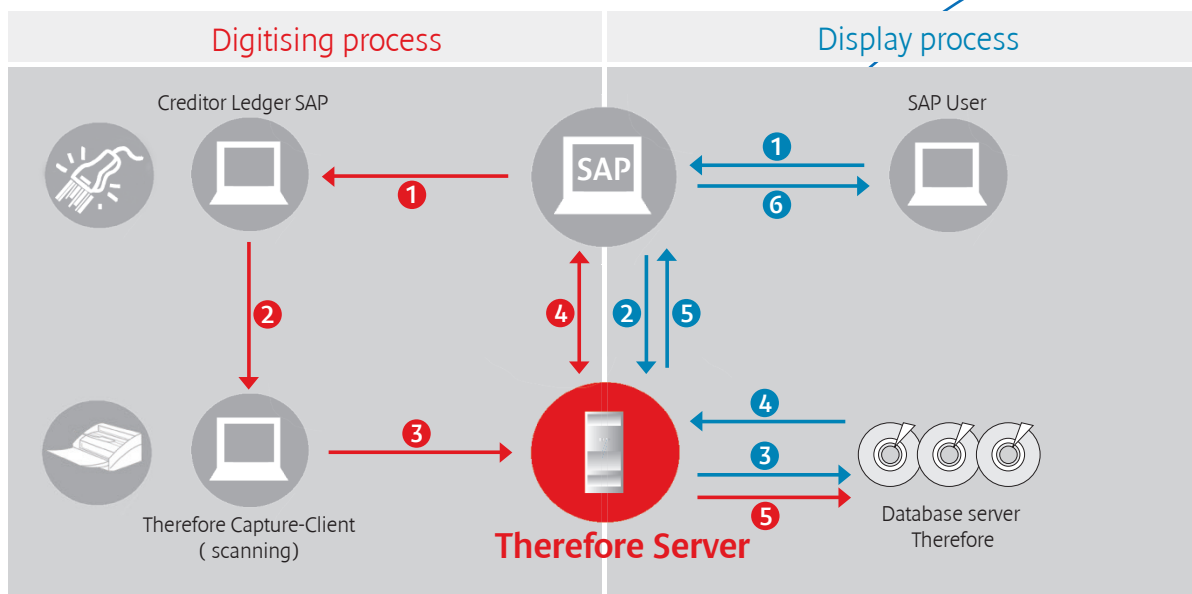
Coming together
In the past, each community had its own paper archive. However this was not a satisfactory solution as this was not in line with CIGE's principal to process data centrally, nor were sufficient security standards guaranteed. In addition, the paper archive took up a lot of physical space which the communities wanted to diminish.

In summary, the following goals were set for the new solution:

- Integration into the line of business software and Office applications
- Increased data security
- Improved work processes
- Improved collaboration and the ability to quickly find information
- Reduced amount of paper
- Digitalization of the existing archive
- Increased amount of space in community office buildings



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Scan Process

1. Scanning the invoice with barcode into SAP
2. Scanning the invoice with barcode into Therefore™ using the Capture Client
3. Transmitting scanned document to Therefore™
4. Exchange of metadata between Therefore™ and SAP
5. Saving the documents including metadata in Therefore™

Viewing Process

1. Calling up a creditor booking
2. Calling up the document from SAP to Therefore™
3. Retrieving the document to the Therefore Database server
4. Transmitting the data to the Therefore Server
5. Delivering document from Therefore to SAP
6. Displaying the document

Therefore™ fulfills our requirements
 Why did Ciges go for the Canon/Therefore™ solution?
 John Cordy, the system administrator explains, " OFISA Informatique recommended ADOS [now renamed Therefore™] to us. Their solution had an interface to Therefore™ that has substantially paid off. In addition, a department within the Canton uses ADOS [Therefore™] and is very happy with it. Finally, a demonstration of the solution convinced us that it is an efficient, yet simple solution".

After a short training session, Therefore™ was installed and went live. Since first being installed in 2006, the system has been expanded to over 100 named user licenses. Therefore™ is not only integrated into OFISA Informatique, but also with various other applications and is used by several communities in Switzerland.

An Invaluable Solution
 John Cordy says, "We have now been working with Therefore™ since 2006 and I can say that the solution fully fulfills our expectations. I can hardly imagine working the way we used to."

- The most important advantages
- High level of data security
- Rational work processes
- Easy access to data
- Quick access to information when questions arise
- Immense space saving



Veyras as an example

Veyras is an idyllic Valaisian community located on the edge of the Noble-Contrée region. The community administration uses Therefore™ with its OFISA Informatique applications. Above all municipal secretary Gilbert Carron and his coworkers value the intuitive and flexible user interface which allows them to easily find, edit, and process their documents.

Therefore simplifies our
daily work tremendously

Gilbert Carron
Municipal Secretary

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