

DIGITALIZING KEURUU



Mari Komonen, Payroll Secretary

In recent years, the town of Keuruu has run into the same problem as many large organizations with a monumental amount of data and documents: it takes too much time to find information when records are kept in paper form and files have to be found manually. In addition, the government requires municipalities to adopt electronic practices, which has helped to hasten the shift to electronic document management solutions.

Canon



Objectives

The main objective of storing files electronically is to leave paper storage behind and consolidate information in an easily accessible form in one place. The goal is to bring municipally owned corporations into the loop so that their information flows can be connected to the electronic archive and document management system.



Challenges

Data has been stored across several systems and archives in paper form, and there has been no collective channel for sharing information. Corporations have lacked proper document management and electronic archives.



The solution

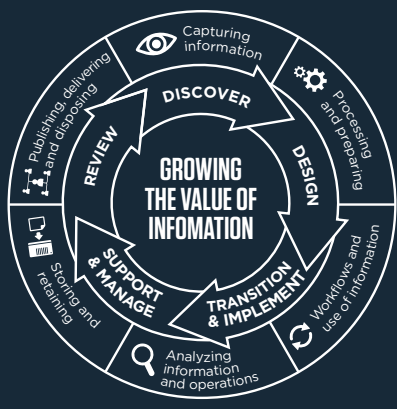
The electronic archive system, Säilö, which meets the requirements set by the Accounting Act. The implementation of digital signatures. Document management solutions for corporations.



The benefits

The system can be scaled up for use by the entire town. Stronger security and user management, good connectivity to several operational systems, and a collective channel for sharing information all help to make work easier for everyone.

See the bigger picture



THE TOWN OF KEURUU DIGITALIZED ITS ARCHIVES



Markku Majaniemi
System Designer
for the Town of Keuruu

The town of Keuruu has been working with Canon for over 20 years. So it felt natural to maintain our good relationship and also trust Canon with the collection and archival of critical documents.

The possibility of expanding from electronic archiving to digitalizing services, and integrating the existing physical paper archive with the completely electronic database, was considered an important criterion when choosing a partner.

Towards smoother document management

The public sector is providing more and more electronic services for its clients. However, even now, time-consuming processes and muddled workflows lie behind these services. It was these problems that the town of Keuruu wished to tackle. “We want to

make things easier for staff by reducing routine and labor-intensive tasks”, says the town of Keuruu’s System Designer **Markku Majaniemi**.

In Keuruu, data was stored across several systems and archives, and there was no collective channel for sharing information. Pen-and-paper signatures were also still commonplace. Corporations, in turn, did not have proper document management or electronic archives at their disposal. It was therefore necessary to convert, for example, the contracts of the Keuruu waterworks into digital form.

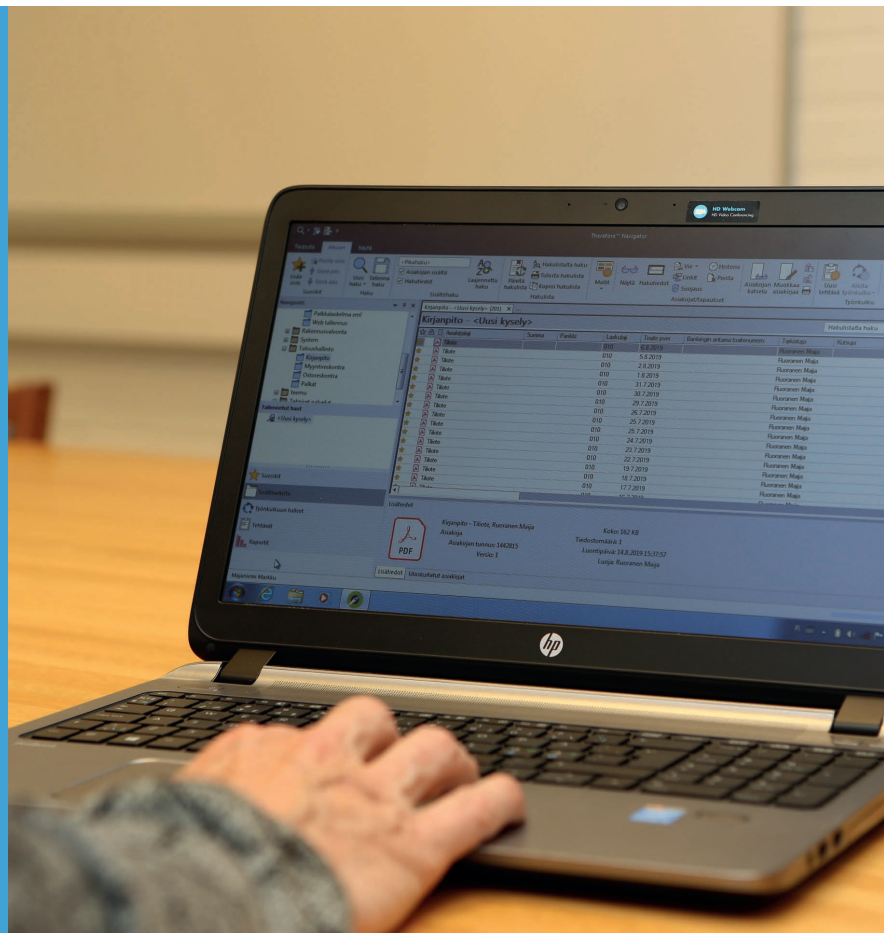
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“The Town of Keuruu is actively seeking the best solutions on the market in order to improve the accessibility of information and streamline our internal information flows. This will enable us to offer our residents the best possible services.”

Hannu Mars, Mayor

“The town’s digitalization is enabled by a clear vision.”

Heta Pohjavirta, Administrative Director





Compliant and secure, of course

Acts and decrees create a strict framework for the archival and storage of documents. In addition to the need for fluidity and ease of use, the archive has to comply with the Sähke2 standard. The newly acquired Canon-Säilö is both compliant and fully secure, and serves as a natural extension to the former document management solution. Keuruu also uses a large number of Canon multifunction printers that have Secure Print functionality and are therefore highly compliant with the new General Data Protection Regulation.

“References in the field of electronic archiving, especially from the Central Finland region, strengthened our trust in Canon. We believe that Canon can shoulder the burden of guiding the town of Keuruu forward on the path of machine learning and utilization of AI”, says Markku Majaniemi. “The Keuruu waterworks corporation has been integrated with the electronic archive so that information flows can be linked to our electronic archiving, document management and electronic services. A document created by the management system can be signed digitally with either a mobile signature or through mobile banking.”

A hard-earned victory

The biggest challenge in implementing Säilö was importing files from all the different systems in which they were formerly stored. “Service providers are not usually very willing to lower these barriers to information flows, but Canon System Expert Hannu Korja’s expertise was tremendously helpful. Regarding applications, Canon’s open interface document management solution ‘Therefore’ significantly sped up the process.”

Implementation of the Säilö system is steadily moving forward in Keuruu, and the process of using

“The automated electronic process we’ve adopted has markedly streamlined payroll management and accounting work for our staff, and made searching for information much easier. It has significantly reduced the number of unnecessary manual steps.”

Mari Komonen, Payroll Secretary
Maija Ruoranen, Accountant

automatic metadata extraction to import items such as accounting documents has begun.

Effective collaboration brings the best results

“Our collaboration with Canon has gone extremely well. The project is extensive, and we’ve had to move forward one step at a time. However, we’re delighted with the overall process and our partnership with Canon.” It’s also clear what’s coming next for the town of Keuruu. People still search through the physical paper archive fairly often, so one of the next steps is to digitalize it using smart solutions. The expansion of secure printing is also planned.

“We’re also considering cooperation with nearby municipalities over data management. We believe that Canon is an excellent partner for the development of our entire office environment. We also want to further develop our information security. Canon Therefore is a tool that answers these needs.”



Canon Oy





is part of the global Canon group, which offers printing, document and information management, business development, and outsourcing services. Canon is also a frontrunner in professional printing solutions. Canon's business is based on the best technology on the market, certified service production and tireless operational development.

The town of Keuruu

is located in the Central Finland region and is home to nearly ten thousand residents. The mayor is Hannu Mars. Keuruun vesi (Keuruu waterworks), Keuruun sähkö (Keuruu electricity) and Keuruun Vuokra-asunnot (Keuruu rental apartments) are the town of Keuruu's municipally owned corporations.

Learn more about Canon's document management solutions for public administration: www.canon.fi/sailo/

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