

Use Therefore to boost efficiency in storing, searching, and reusing documents

Vigo Bar Association Legal Sector



Canon

' The Vigo Bar Association takes a huge leap toward a paperless office

The Organization

Established in 1932, the Vigo Bar Association not only provides insurance management, agreements, access to its library, databases, and facilities, but also takes part in a wide range of cultural activities aimed at supporting ongoing and comprehensive training for its members.

Today, the Association counts 2,300 members and handles a massive amount of documentation, which has led it to adopt new technologies for digitization, making documents easier to manage and reducing the physical space needed for storage.

To cut down on physical files and free up storage space, while also speeding up searches and file handling once digitized, the Association relied on ColaboNet—a business management platform from Softmarka. They sought to expand its capabilities, aiming to boost query speed and add new automation features for managing case files. Therefore, the new platform needed to achieve the following goals:

- Outperform their previous digitalization system in efficiency
- Save physical storage space
- Speed up document search times
- Increase control over archiving, retrieval, and editing of documents

The Challenge

With close to 300,000 residents, Vigo stands as the most populous city in Galicia. The Vigo Bar Association has been serving the city for over 80 years, handling civil, family, criminal, administrative, and labor matters for the people of Vigo.

Alongside these services, the Bar Association maintains an extensive historical archive dating back to its founding, which includes records of members, staff, and the Association's own accounting documents. To illustrate the sheer volume of paperwork, in the area of free legal assistance alone, they process 10,000 cases annually—each of which is later digitized and sent on to the relevant authorities.

The Solution

Guided by their IT department and with Canon's input, they chose the Therefore document management solution. Regarding their decision, José Antonio Araujo, Technical Secretary of the Vigo Bar Association, noted: "After careful evaluation, it addressed each of our needs. We saw significant improvements compared to our previous platform, and step by step, we're getting closer to the challenging goal of a truly paperless office."

previous ERP system with Therefore. Both tools have been enhanced, and Therefore now allows files to be automatically digitized and processed straight from the desktop scanners and multifunction devices at the College, making them more accessible and faster to retrieve.

The system means staff no longer have to go to the archive to store or find files. Now, every document is organized in Therefore by type, with tags and associations that make searching and handling even easier. As a result, less physical space is needed for paper folders, and everything can be accessed from any desktop computer.

The College can now easily digitize documents and add them to the proper files, so all information is available on their computers—no more hunting down physical folders. Plus, users can search for files without even opening the platform. Thanks to integration with their management app, a single click lets you view any file stored in Therefore.

The entire installation process was closely monitored by Canon specialists to tailor the platform to the College's needs, ensure a smooth transition, and train staff on how to use the system effectively.

Thanks to our partnership with Softmarka, we've successfully integrated their



Results

- Customized to meet the needs of the Bar Association
- Fast and easy document access and management
- Document reuse and preservation of originals
- Full integration with ColaboNet, the Association's management software
- Maximized physical storage space for case files

Thanks to Therefore, the Association has outperformed its previous system by implementing a platform tailored to its requirements, reducing folder storage needs, and minimizing the environmental impact of maintaining a large physical archive.

Since its installation, thousands of documents, letters, and files that need to be sent to official agencies are now automatically digitized and stored. Plus, they can be accessed and edited from any computer while always preserving the originals, and finding stored information has become a simple, intuitive process thanks to its universal interface.

Looking ahead, José Antonio Araujo says, "if new needs arise, we'll certainly consider Canon. The overall experience has been very positive—not just because it's an interesting solution, but because I know Canon delivers, everything works, and when problems come up, they're always there to help."

"I'm happy with Canon—the support is reliable, it works, and whenever there's an issue, they're quick to respond."

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Step by step, we're making the challenging move toward a paperless office.

“With Therefore, we can digitize and organize case files in a way that's both simple and convenient.”

José Antonio Araujo
Technical Secretary, Vigo Bar Association

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Spanish Edition
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2015

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