University of Applied Sciences Northwestern Switzerland & Canon

Top Marks for document management with Therefore™

At the University of Applied Sciences and Arts Northwestern Switzerland (FHNW), Therefore is integrated into the finance department with a direct link to SAP. This setup allows the team to scan and manage 35,000 financial documents annually, making them instantly accessible to about 300 authorized users across the network with just a click.

Because our organization is decentralized, having online access to documents is a key factor.

Peter Fuchs, Head of Business Applications.

Canon

n|w Fachhochschule Nordwestschweiz

Cross-Border Collaboration

The University of Applied Sciences and Arts Northwestern Switzerland (FHNW), with its nine schools, is a regionally rooted institution with both national and international reach. Its bachelor's and master's programs, as well as continuing education offerings, are designed to be practical and aligned with market needs. Depending on the program, students can choose from full-time, part-time, work-study, practice-integrated, or blended options. FHNW campuses are located in Aarau, Basel, Brugg/Windisch, Liestal, Muttenz, Olten, Solothurn, and Zofingen.

FHNW was established on the basis of the 2004 inter-cantonal agreement between Aargau, Basel-Landschaft, Basel-Stadt, and Solothurn. It emerged from the merger of the universities of applied sciences in Aargau, both Basels, and Solothurn, the Solothurn University of Teacher Education, the University of Education and Social Work of both Basels, and the music colleges of the Basel Music Academy. FHNW brings together all existing university-level programs in Northwestern Switzerland, spanning engineering, construction, business, design and art, social work, education, applied psychology, life sciences, and music. Today, FHNW employs about 2,000 staff and educates over 7,000 students.

Document management seamlessly integrated into SAP

The Finance Department, responsible for centralized data entry, is located in Brugg. However, FHNW employees work in nearly 100 different buildings throughout Northwestern Switzerland. They're all connected and use a central SAP system. Among other things, this setup helps them efficiently process 35,000 accounts payable invoices every year. Invoices are received at various locations, coded and approved onsite, then mailed to Brugg for final booking and digital archiving. This is where Therefore steps in.

Peter Fuchs, Head of Business Applications, explains: "We were looking for a document management system that would make it easier to handle invoices and other records from accounting and HR. Most importantly, we wanted to simplify document access, so we could respond to requests faster."

Saving time, boosting quality

Since SAP doesn't store actual documents, before introducing Therefore, staff had to go to the archives to locate the needed records whenever a request came in. Now, with Therefore, about 300 employees can instantly access invoices, personnel files, and other documents online from their own desks—always in line with strictly defined access rights.

This approach saves both time and labor costs. Plus, it boosts work quality for our staff, giving them more time to focus on the tasks that really matter.

Canon came out on top

Therefore has been up and running since August 2007. During the evaluation phase, several solutions were carefully reviewed. When it came to choosing Canon, Peter Fuchs explained: "During the product demo, it quickly became clear that Canon's team knows their stuff and has plenty of experience. On top of that, the value for money with Therefore really impressed us." Along with the essential requirements for a digital document management system—capturing, sorting, and providing documents—FHNW also placed importance on the following aspects:

Scanprozess | Anzeigeprozess

SAP-Kreditorenbuchung — SAP — SAP-User

Therefore Capture-Client (Scanning) — Therefore Server — Therefore-Datenbank Server
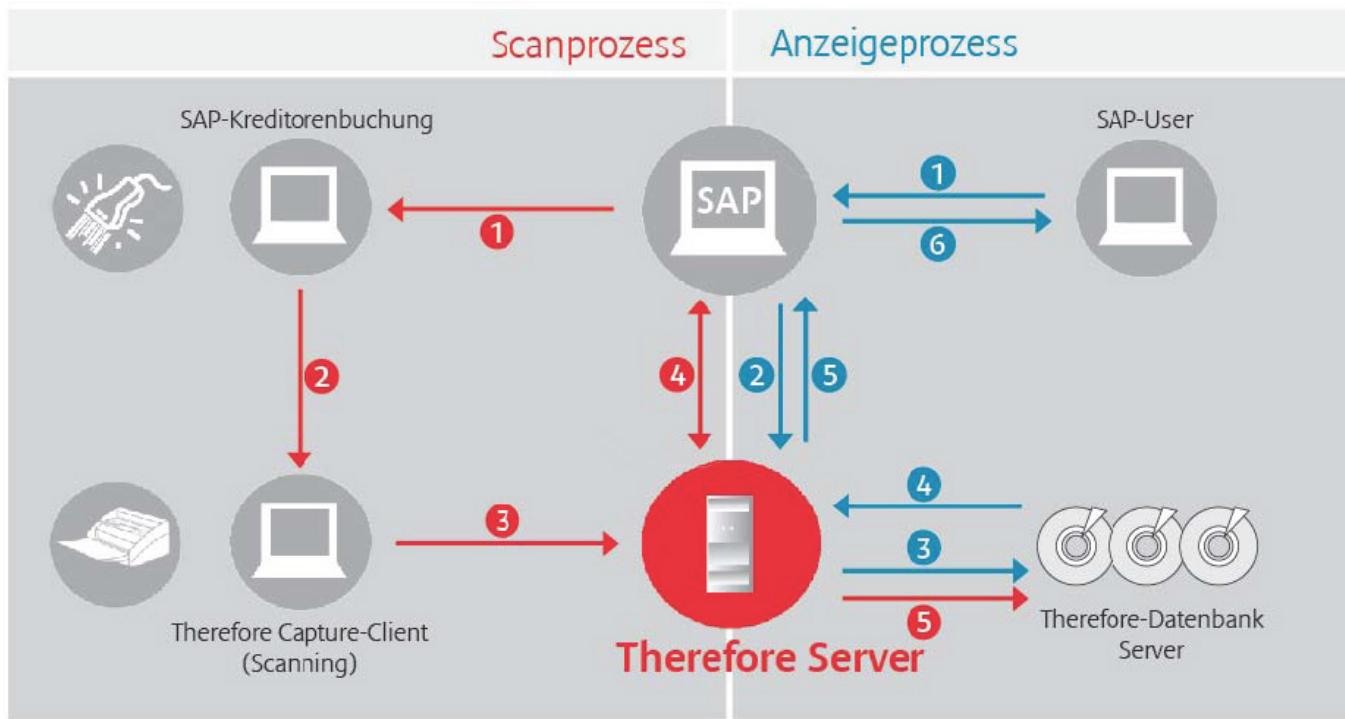
Scanning Process

1. Capture the vendor invoice in SAP using a barcode
2. Scan invoices with the Therefore Capture Client
3. Import scanned documents into Therefore
4. Exchange metadata between Therefore and SAP
5. Store documents with metadata in Therefore

Display Process

1. Open a vendor invoice entry
2. Retrieve the document from SAP and send it to the Therefore server
3. Therefore accesses the document from the database
4. Transfer the file to the Therefore server
5. Therefore hands the document back to the SAP system
6. Display the document to the user

Certified SAP Interface
•Legally compliant, audit-proof archiving
•Easy to use ("set it and forget it")
•Scalable, future-ready solution
•Search for documents both within and outside SAP
•Archive files and emails, too
•Seamless integration of MS Office documents

Therefore meets all these requirements and proves its value in day-to-day use. FHNW is currently planning to also integrate school administration documents such as transcripts and diplomas into the solution.

Immediate access to information anytime, anywhere

The decentralized structure of FHNW and its finance department calls for a centralized system to manage records, ensuring everything is organized and accessible when needed.

Branch offices need online access to these records. Therefore's document management solution makes it fast and easy to archive, manage, share, search, and retrieve information whenever it's needed.

Key benefits of Therefore:

• Instant information availability
• Efficient workflows
• No more searching through bulky archives
• Collaborative data use
• Security with clearly defined access rights
• Audit-proof and tamper-resistant

Archiving

• Easily scalable for new requirements
• User-friendly and intuitive interface

Quick and Easy Setup

Canon set up Therefore for the customer in record time. After just a one-hour user training, everyone was able to start using the solution efficiently. The administrator's training only took half a day, and now he can customize the system to meet new needs, like creating a new archive. If any issues came up during the pilot phase, Canon was always ready to help and resolved them right away.
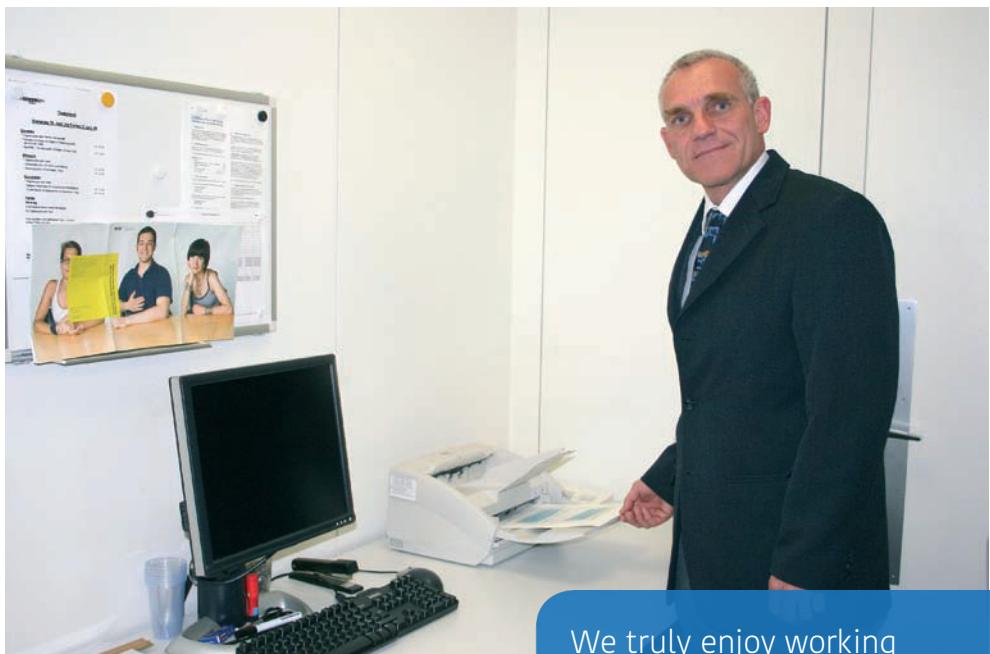
We truly enjoy working with Canon.

Peter Fuchs

'Therefore streamlines data access and workflow

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