

EFI REGGIANI



josh Archive! has turned out to be a simple tool but at the same time, powerful and always reliable. We had been planning to pass to digital storage for many years, but I would never have thought that dematerialization targets could be so close!

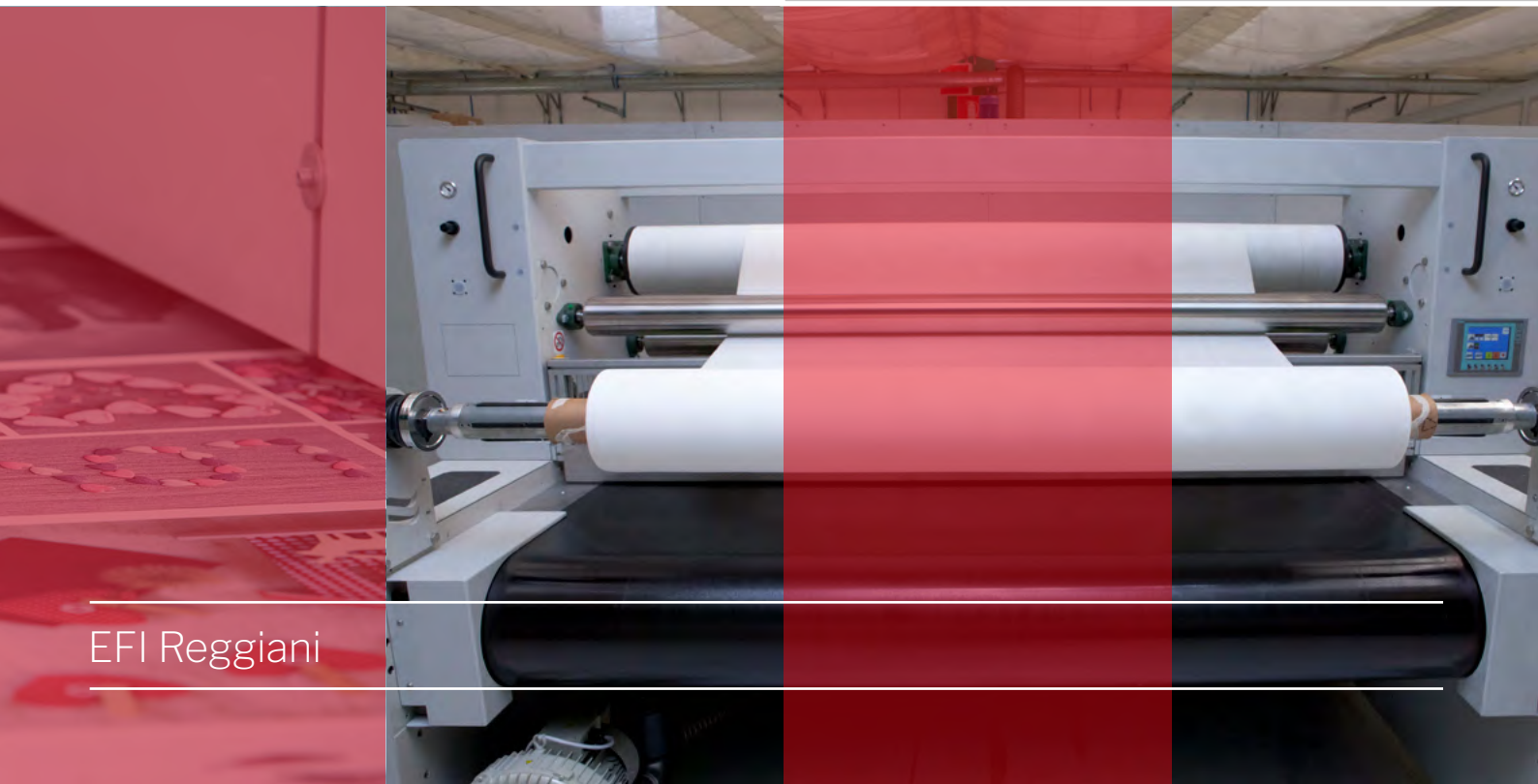


Ambrogio Caccia Dominioni
Managing Director, EFI Reggiani

it Consult for EFI Reggiani

it Consult helped EFI Reggiani with the joshArchive! tool to cut search and management times for documents and thereby reduce costs and boost individual productivity. With josh the purchase authorisation process has become sleeker and more efficient.

With more than 60 years of innovation, research, and technological excellence, EFI Reggiani (which includes the Reggiani Macchine, Mezzera, and Jaeggli brands) is a worldwide provider of complete solutions for the textile market, with a focus on the development of sustainable processes. With the high quality and performance of its machines and outstanding service to its customers, today EFI Reggiani is the premiere manufacturer of traditional and digital textiles printing machines and pre-post treatment machines. EFI Reggiani delivers an overall solution for the whole textile process, starting from yarn treatment to fabric printing and finishing. EFI Reggiani designs, manufactures, sells, and services high-quality machines across the globe for a wide variety of substrates and applications.





Elimination of hard copy archives and downtimes in document use.



THE NEED

Fast access to documents and slimmed down working processes that could be monitored.

The first and most important requirement for the management at EFI Reggiani was to boost efficiency and speed up the time-consuming activity of searching and using documents. Specifically, there was an alarming situation in which one department needed to call up another to source documents - often with regard to purchase orders or transport and sales documents. The lack of autonomy for several positions within the company when it came to using documents meant processes were slowed down. This also created costly and annoying breakdowns in workflows for administrative personnel.

Summary of needs

1. **To completely eliminate wasted time** in sourcing and using documents.
2. **To notably improve communication and collaboration** between departments, avoiding inaccuracies and misunderstandings (caused through word of mouth communication).
3. **To make all departments autonomous** in sourcing and using documents, without the need to call upon the department that created the specific document.
4. **To eliminate waste and hard copy archive space** and move to a replacement digital storage system.

Another requirement stated by EFI Reggiani was to manage the purchase authorisation process promptly eliminating paper and the passage of documents from one desk to another, making this activity longer than planned, less reliable and decidedly inefficient. Meeting these requirements together was quite a significant task, considering that EFI Reggiani produces some 25,000 documents (not just for tax and accounting), with the added concern of being perfectly compliant with current laws and standards, and the need to integrate chosen tools with the existing computer infrastructure.



Software used:



josh Archive! to archive documents and josh to automate processes: an integrated strategy to provide results within a short amount of time.



THE SOLUTION

josh Archive! for document archives and josh for processes: a single solution to cover multiple critical factors.

The most relevant need, for company administrators was to bring efficiency to the organisational system in general. EFI Reggiani was happy to choose it Consult which, thanks to its wide-ranging consultancy expertise and to the josh family software, represented the ideal candidate.

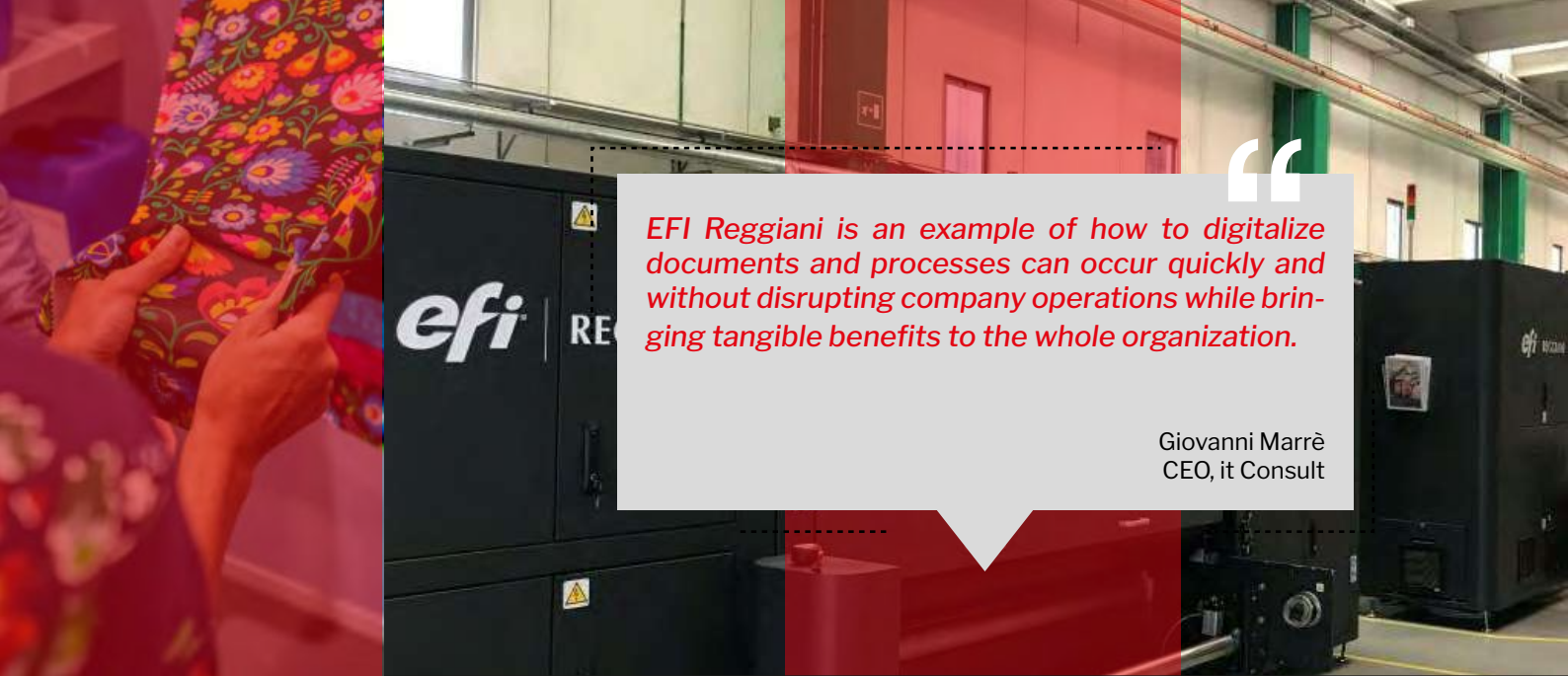
In this case, the first solution to be implemented was josh Archive! which, together with the use of SharePoint as a document base, made it possible to create digital archives for documents from their active and passive cycles, i.e., fiscal documents (orders, transport documents, invoices) issued and received, giving the possibility to anyone within the organisation to access resources autonomously.

The solution, in brief

1. josh Archive! to automatize the archiving of documents, dematerialization and alternative storage of the full active and passive cycle.
2. josh! to cut working process performance times

In the first six days of training and support, it was possible to define the whole body of information for the administration area, taking active cycle documents from the ERP with which josh Archive! had been integrated, while in the passive cycle, documents - many of which still arrive in hard copy form - were digitalized using josh Scanner. The users immediately benefited from the functions of josh Archive!, including the search of all document contents (full-text) and not just metadata, and they were finally able to implement the replacement digital storage function, in compliance with legal requirements.

A process to digitalize and authorise purchases was analysed in parallel with josh. Calling on those people directly involved - from those who make requests and who need to provide different types of information to those who, based on this, need to make decisions - rules were defined to make the process both quick and automatic, digitally archiving all documents pertaining to purchases and providing a dashboard with an overall view of these.



EFI Reggiani is an example of how to digitalize documents and processes can occur quickly and without disrupting company operations while bringing tangible benefits to the whole organization.

Giovanni Marrè
CEO, it Consult



BENEFITS

Sleeker processes and more autonomy for the whole organisation.

By using josh and josh Archive!, EFI Reggiani has achieved important benefits, such as:

- Notable time savings, thanks also to the greater staff autonomy when seeking and consulting documents - which are now accessible from all desks without having to move and can be viewed by more than one person at a time.
- The josh Archive! web viewer provides a view of the documents in files that group together all documents with a logical correlation. In addition to saving time, this has improved the quality of work from the personnel handling them.
- Replacement digital storage, perfectly in line with standards has made it possible to save on physical space that was previously used for hard copy files, as well as to guarantee greater safety with regard to document storage methods.
- Thanks to its simple, familiar user interface, the new solution has integrated perfectly into the company, without creating problems or obstructions in organisational terms. It has actually been welcomed with great enthusiasm, and has even spread to colleagues who were initially a little nervous.
- The purchase request process has been redesigned using josh, and is now slimmed down and better defined, while continuing to meet time frames.
- Management is now able to check the progress of activities at any time, in complete transparency.

EFI Reggiani **consults a mere 12,500 documents every year**: before the implementation of josh and josh Archive! average access time for one of these documents was about 7 minutes, also because it was necessary to call people from other departments to obtain them. Thanks to the josh Archive! system on SharePoint, **EFI Reggiani has been able to cut these times to an average of about 1 minute**, all inclusive, for a total of 1,250 hours less every year, which corresponds to yearly savings of around € 26,000 for this expense factor only.