



## Scavolini Group



### With Microsoft SharePoint the desktop becomes collaborative

Scavolini has activated a high integration document management system characterized by archiving and indexing processes that are advanced but extremely intuitive. The solution, centered on Microsoft Office SharePoint Server 2007, has rationalized the flows of all movements, ensuring maximum usability and maximum information sharing to all of the internal and external corporate players. Thanks to the implementation of the vertical "josh Archive" application the new platform also offers an integrated system for the substitutive conservation of the documents which, through legally certified dematerialization, will allow Scavolini to reduce management costs.

In collaboration with



## MANUFACTURING

### COLLABORATION

"Our entire infrastructure is Microsoft, from Active Directory to SQL Server, right up to office. We chose Microsoft SharePoint Server because, in addition to ensuring the best price/performance ratio, it offers absolute integration with the standardized corporate environment. The features of SharePoint guarantee us full access to any external world, leaving us free to undertake any development option whether internal or third party".

*Edoardo Gentili*  
In charge of Information Systems Management  
Scavolini Group



#### THEY HAVE OBTAINED

- Rationalization of the document management processes and cost reduction
- Certified substitutive conservation, traceability and information quality
- Knowledge management and an increase in individual productivity



## WHO

Since 1984 Scavolini has been the first brand of kitchens in Italy, a company capable of organizing a complex production process that allows the company to realize high value kitchens at competitive costs.

## WHY

- To make the document archiving system centralized, uniform and efficient
- Identification of an open, integrated and advanced document management platform
- Rationalization of document flows with activation of a system for substitutive conservation

## HOW

- Microsoft Office SharePoint Server 2007 as the technological platform of reference
- Integration of the vertical josh Archive! module for the substitutive conservation of documents
- Training activities on a single resource inside the Group

## SOFTWARE AND SERVICES

- Microsoft Active Directory®
- Microsoft® Office
- Microsoft Office SharePoint® Server 2007
- Microsoft Outlook®
- josh Archive!, by it Consult

## The Needs

### When the amount of managed data becomes critical

Invoices, account statements, budgets, print-outs but also analyses, promotions, shipping documents, circulars, information notes: the documentation generated by the movement of the structured and destructured information which characterize the business activity is increasingly consistent and imposes new management criteria. Enterprises and organizations must adopt efficient and effective archiving systems to best use the information capital, rationalize costs relative to paper publication and comply with the legislative adaptations regarding the data conservation times. Thanks to the regulations that govern substitutive conservation, for example, it is finally possible to dematerialize the quantity of documents and pass to digital management. Taking advantage of advanced storage, cataloguing and preservation processes for every type of data, making it available at any moment in its integrity and authenticity, thus maintaining its legal and fiscal validity constitutes a strategic added value for every business situation.

Aiming towards optimization of all of the document management, Scavolini has undertaken advanced re-engineering, choosing a reference technological model in support of a plurality of operative and business instances. The Marche based Group, which today is the first brand of kitchens in our Country with an offer that exceeds 15,000 models, represents one of the most production models of Italian industry. An outcome achieved by placing technology at the service of a strong capacity for innovation, following a corporate philosophy aimed at continuous improvement, implemented at every organizational level. Among the various optimization plans, in 2005 Scavolini included a new document management system. In fact, document management is achieved through file sharing: all of the information that came from the ERP, from the personal productivity tools as well as from faxes and any type of paper documentation relative to invoices, correspondence, technical drawings and day-book included, were saved in a file system and this led to significant problems with management, searching and conservation of the information.

“Different information flows, both structured and destructured, coexisted which, in addition to a redundancy of the data, impeded a real hierarchization, making their management critical”, says Edoardo

Gentili, in charge of Information Systems Management. "We wanted an open, centralized platform which guarantees maximum integration with all of the business systems and which scalable over time". Instead of making a choice guided by the specific adherence of the system to a determinate problem, management makes a strategic horizontal decision, identifying a technological platform of reference which would have allowed to meet the current needs but also to support future projects.

## The Solution

### Microsoft SharePoint as the technological key to document management

Starting from the need to rationalize the system for archiving all of the information movement characteristic of the Group, following a careful software selection, in the summer of 2005 Scavolini chose Microsoft SharePoint Portal Server 2003. By adopting a technological enabling infrastructure, management identified SharePoint as the document management collaborative platform perfect for improving the quality and the circularity of the information, simplifying the management criteria to the benefit of better individual productivity.

it Consult, Microsoft Gold Certified Partner, in only three months brought the system to fully efficient operation. "Our entire infrastructure is Microsoft, from Active Directory to SQL right up to Office", Gentili reiterates. "We have chosen Microsoft SharePoint Server because, in addition to ensuring the best price/performance ration, it offered absolute integration with the standardized business environment. The features of SharePoint guarantee full access to any external world, leaving us free to undertake any option of development whether internal or third party".

it Consult defines the Scavolini document re-engineering over several operative assets, developed to deal with a plurality of needs, including the support of large quantities of documents, even with the circulation of 20,000 copies a month of the single documents of significant dimensions. In addition to realizing an internal integrated document management portal and an extranet for agents, and technical staff, it Consult activated a system for formalizing and executing business processes, through the fine tuning of a real added value Workflow Management System.

The project is divided into two phases: the first dedicated to the management of documents already present in the file system, the second deals with the problems of accounting documents generated by the ERP (warehouse sheets, accounting sheets, day-books, etc.) and, in particular the problems of digitalizing the entire active cycle. To complete the project, it Consult integrates a document archiving and substitutive conservation system centered on a vertical proprietary module: josh Archive!, natively integrated with Microsoft SharePoint Portal Server.

By taking advantage of the enterprise portal features and the collaboration of the Web-based Microsoft environment, josh Archive! allows Scavolini to optimize the document processes: for example, the system selectively intercepts e-mails, transferring them to Microsoft Office SharePoint Server 2007 directly from Microsoft Outlook; in addition to the acquisition of printed documents through scanning, saved and categorized through suitable metadata in the Microsoft Office SharePoint Server repository, the platform manages barcodes and allows the creation of virtual dossiers.

This way, all of the documents moved by Scavolini can be handled by the person in charge of conservation who, within the legally established terms, can complete all of the activities for certification, affixing the digital signature and time stamp, in compliance with the regulations in force.

## The Benefits

### Simplified management and extreme visibility of the documents

The advanced digitalization of the new document management system has significantly simplified the management of information at Scavolini, ensuring greater transparency and solidity of data, providing all of the corporate players, whether internal or external, a collaborative and efficient platform.

"Today information is concentrated in a single, very intuitive system that has simplified searchability of the data for the users", notes Gentili. "Microsoft Office SharePoint Server has allowed us to integrate external applications, which would have been very difficult to do before: the same documents or the same invoices generated on the portal may be reviewed over the management system with an increase in personnel efficiency.

While the notification of the publications has made it infinitely easier to manage the updates, the possibilities of capitalizing the information has made it possible to eliminate the redundancy of the data. In short, thanks to the new system, we have definitely taken a step forward". The validity of the platform has been appreciated at every corporate level, allow us to achieve a level of efficiency that was

unthinkable before. Microsoft Office SharePoint Server and the integration of josh Archive! have allowed Scavolini to lower the costs of paper. For example:

Before the Scavolini sales agencies received commercial information in a variety of ways: part was published online and part was sent by traditional mail. Today communications, circulars or invoices are all published using the portal, which is always available and always updated. The agents connect to SharePoint and can access all of the sales support information, like analysis, promotions or client print/outs, with the security of being able to count on data that is always the latest available.

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In charge of Information Systems Management  
Scavolini Group*

### Virtual base substitutive conservation, simple and efficient

The new architecture has allowed Scavolini to improve the efficiency of the information flow, inserting into a virtuous cycle also all of the quantity and variety of the destructured business data. On a weekly basis the Group generates something like 10,000 documents: the active cycle alone produces about 7 to 8 thousand documents with a day-book that has several tens of thousands of pages.

Management, in addition to having a problem in finding a device that allows them to be printed, it had a critical mass of data such to make much information practically unfindable. "The fundamental step that consecrated the infrastructure based on SharePoint inside the company was that of automatic document archiving of the accounting documents and their substitutive conservation under the law, which allowed a reduction in the management costs", Gentili underlines. "Another plus was the simplicity of acquisition offered by this technology: we formed a single resource and currently almost all of the management and development operations for the platform or for customization on a portal level, can be completely in absolute autonomy".

### Knowledge management from an extended company viewpoint

Microsoft Office SharePoint Server has brought a great change in perspective in terms of the corporate information logics. First the notification of the publication was given by an e-mail that pointed to a physical file and, in addition to not ensuring that the information really arrived to the recipients, this made the management of the content problematic, since there we no guarantees that it was the latest version produced.

If the information was not correct, the user was forced to send another e-mail and this generated unchecked flows. "With SharePoint the information use processes are decidedly more effective and efficient. This has significantly improved personnel productivity. Automatic archiving of the accounting document, up to including the management of the active cycle and in future of the passive cycle, will allow us to develop the document management system into a real knowledge management system", Gentili concludes. Microsoft Office SharePoint Server has contributed to motorizing the Scavolini corporate innovation: among the plans in the works, management is working on the creation of a technical area for publishing all of the designs and sharing the technological information on the kitchens, giving life to a community made up of 1500 clients, between resellers and installers in Italy and abroad, who in this way can access a series of precious additional information.

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*It Consult*, Microsoft Gold Certified Partner, is one of the most important suppliers in Italy of solutions for Knowledge, Workflow and Document Management with its own software platform, josh, completely based on Microsoft infrastructure. It also offers services and solutions for the management of the Microsoft IT infrastructure, both on a client level and in server environments.

*For more information*

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