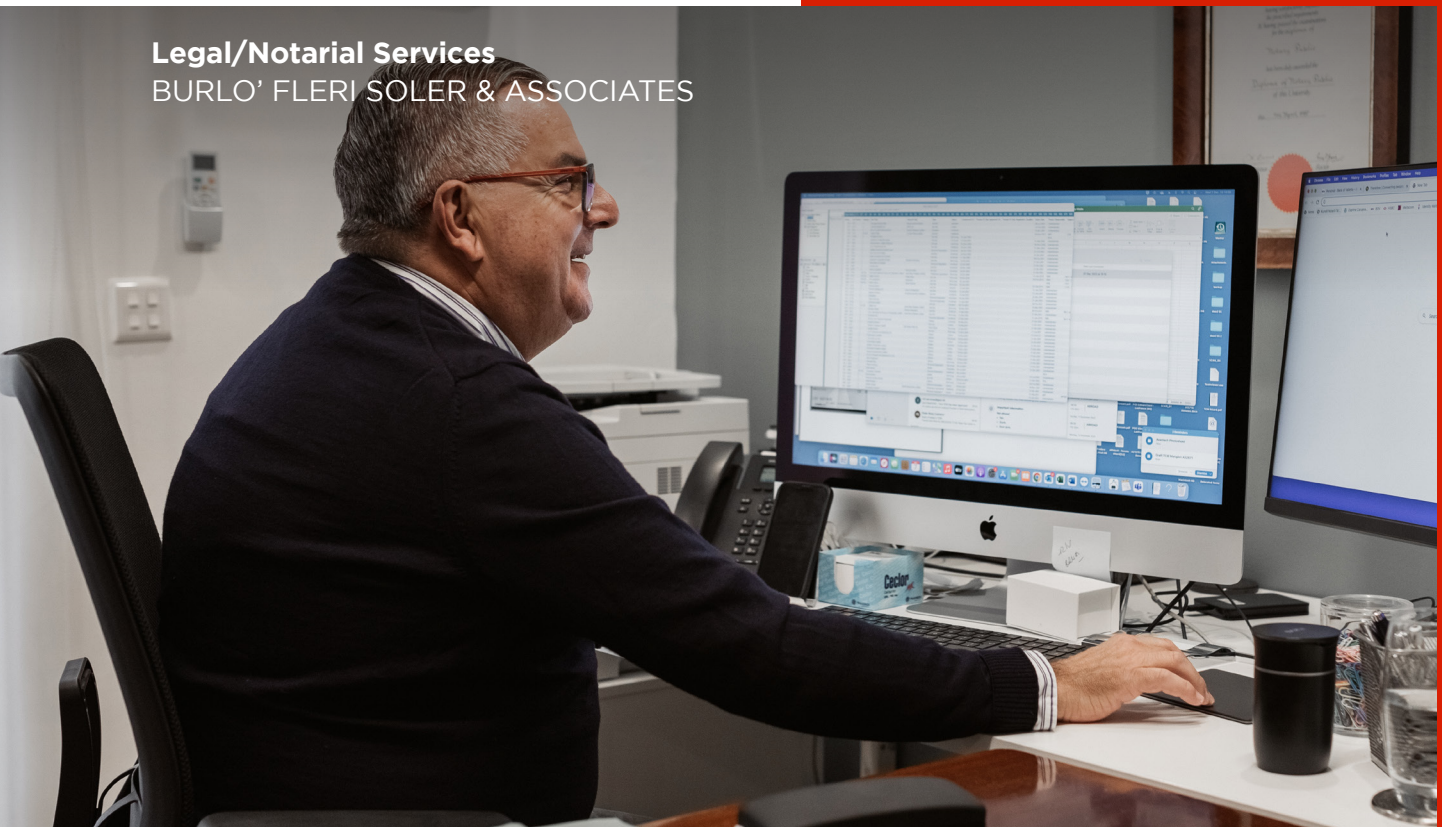


Legal/Notarial Services  
BURLO' FLERI SOLER & ASSOCIATES



**FROM HAVING OFFICE SPACE TAKEN UP BY DOCUMENT ARCHIVING AND STORAGE TO BUILDING A MUCH MORE PRODUCTIVE AND EFFICIENT WORKSPACE THROUGH THE IMPLEMENTATION OF SEAMLESS DIGITISATION, ARCHIVING AND DATA SEARCH PROCESSES THANKS TO SCAN2X AND THEREFORE™**

**Industry:** Legal/Notarial Services

Burlo' Fleri Soler & Associates is a notarial services company based in Malta with around 20 employees. It offers a full range of notarial and other related services.

This is the success story of Notary Peter Fleri-Soler and his associates who fifteen years ago embarked upon a project in order to digitise and organise their physical documentation into electronic documents, as their set up at the time was causing a number of problems.

A notarial office is legally bound to archive a wealth of important data accumulated over the years. It isn't surprising that office space at a long-established firm, was being consumed by such a task as were employee hours spent in data search.

Scan2x and Therefore™ allowed the firm to create a more productive and efficient workspace through the implementation of seamless digitisation, archiving and data search processes.

## Which were the main pain points you wanted to address through the solutions you opted for?

The challenges can be summed up under the following headings:



**Time-Saving:** With extensive paper records being archived and stored in different areas of the premises, employees wasted a lot of time moving and searching for documents.



**Efficiency:** Due to the volumes of paper records stored in different areas of the office, the incidence of human error also increased. This was mainly due to employees moving documents to a different location without notifying others.



**Better collaboration and transparency:** If notaries required a document, they would rely on an employee to find it instead of being able to find it themselves, creating a lack of management visibility around processes.



**Cost and Archiving space:** Our premises was in a prime location on the island. Archiving and storing all documents increased our expenses, such as the opportunity cost of having to acquire more office space for current or potential employees.



**Making room for what matters:** Digitising our physical documents allowed us to use that prime space for more important purposes.

over

# 31,360

documents  
**digitised**

# 2 to 3

**working days**

to find the document

**to instants**

**“LIKE MANY LEGAL PROFESSIONALS, WE HAD REAMS OF INFORMATION, AND WE WERE USING UP TOO MUCH TIME ACCESSING INFORMATION NOT IMMEDIATELY LOCATED WHEN WE NEEDED TO.”**

**Peter Fleri-Soler LL.D.**



### **Did you save space on the office by digitising and archiving documents?**

Paper documents can easily take up several rooms worth of storage space. Even for a small business, all the files you need to keep track of can quickly fill up multiple cabinets.

We were renting a garage for our documents, and we just stopped the rent this year thanks to the digitalisation of over 31360 documents.

### **How easy it is now to search for documents?**

Before implementing the digitisation of our documents when someone asked me for something regarding an old file, I had to send someone from my team to the garage where the documents were being archived and it took 2 to 3 working days to find the document and have it in my hands. Now it's instantaneous.



## What results were achieved through Therefore™ and Scan2x?

STAGE 1

### Streamlined many of the organisation's workflows and document archiving:

Through the installation of Therefore™ - a Document Management System - on our in-house server, all documents were scanned using Canon high speed document scanners.

STAGE 2

### Saved storage cost and a more efficient workflow:

All data was migrated to a cloud system through Therefore™ Online, bringing our data storage facilities up to date, increasing workflow efficiency and delivering significant recurring cost saving in server hardware and maintenance.

STAGE 3

### Productivity, time savings, and accessibility:

With the installation of Therefore™'s full text search functionality, any employee could digitally search for a client number, and gain access to all relevant documents in seconds, even off-site, thus improving workflow efficiency significantly.

### Compliance and consistency:




Throughout all stages Scan2x™ was used to automate the process of capturing paper documents into digital storage, while extracting information from the documents through Therefore™.

Scan2x™ scanned and automatically archived the documents as required, while collecting document metadata, such as client numbers.

All data was saved into a Therefore™ category ensuring that we were fully compliant Scan2x™ guarantees consistency with data capture from all scanned documents.



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### About Avantech

Avantech is a long-standing Canon Platinum Partner in Malta. The hardware division of the company works to bring the full range of Canon products to market, while the software division develops a range of applications for use in financial services businesses in banking, wealth & fund management, insurance and FOREX. Avantech is also the author of Scan2x, a document capture system that is revolutionising the way businesses digitise their daily documentation.