



Spigraph



SPIE BATIGNOLLES NORD TAKES THE PAPERLESS ROAD



ISSUES

The prospect of a move encouraged Spie batignolles nord to go paperless and thus get rid of its 80 large cupboards of accounting archives. It had less than six months in which to:

- Evaluate project feasibility
- Set up an appropriate solution
- Scan all stored documents
- Outsource storage of all hardcopy documents

SOLUTIONS

Elaboration of a comprehensive solution with the backing of Spigraph:

- An audit of archives and flow chains
- Drafting of specifications
- The setting up of an EDM workshop: two scanners operating at 60 pages/min, capture software by the same brand and a barcode labelling system to automate filing of documents in the EDM system.
- Six months after the move, optimisation of the solution for daily use by replacing scanners with the company's multifunction copiers.

BENEFITS

Operational within the deadline despite a very tight schedule, the project allowed the company to move while leaving its 80 archive cupboards behind it and to:

- save space
- optimise filing of accounting documents
- speed up the archiving process
- improve productivity and reactivity
- make information more accessible



The advantages of going paperless do not stop at space-saving. We have also boosted our productivity and reactivity. Everything is clearer, more fluid and it's absolutely seamless! ”

Sébastien Vanneville,

IT manager, Spie batignolles nord



Spigraph

In order to optimise space in its new premises, Spie batignolles nord started to digitise its archives six months before moving. Despite the very tight schedule, the project was so successful that it has become completely paperless on a daily basis.

A subsidiary of the Spie batignolles group, a major player in construction and civil engineering, Spie batignolles nord, located in northern and eastern France, moved its premises in 2010. For the occasion, the company measured all the space taken up by its accounting archives. "No fewer than 80 big cupboards, the equivalent of a whole office floor!", recalls Sébastien Vanneville, IT manager of Spie batignolles nord. Not only did the new premises satisfy advanced environmental standards (BB C HQE), they also provided a solution to the desire to optimise usage of space, the reason why the company had adopted the «open office» model. With this in mind, dedicating a whole floor to archives seemed inconceivable. In April 2010, 6 months before the move, the company therefore contacted Spigraph to design a paperless office project within an extremely tight deadline.

80 ARCHIVE CUPBOARDS SCANNED WITHIN TWO MONTHS

Spie batignolles nord mandate d'abord Spie batignolles nord first asked Spigraph to conduct an audit to check the project's feasibility. 80% of archives proved to be easily scannable. The remaining 20% archives were more difficult owing to the document formats (plans and other forms specific to the

construction industry). *"The cost of scanning them would have been disproportionate to the volume that these documents represented."*

On the basis of this audit, Spie batignolles therefore decided to scan 80% of its archives. At this stage, the move was four months away and it was estimated that it would take two months to scan the necessary documents.

"We started from scratch. We had no EDM system or scanners and no digitisation experience. Without Spigraph, we would never have managed it all within such a short time line. Besides contributing their expertise, they were very responsive and took great pains to find the best solution for us. Their backing and follow-up allowed us to improve the use of our archives."

A REAL PARTNERSHIP RELATIONSHIP

The mission consisted in setting up a digitisation workshop with two rapid and reliable scanners controlled by a scanning software, connected to the EDM system selected by the customer. A barcode label applied to each document before scanning (containing information on the type of document, its name, etc.) was used to automatically file the document in the EDM system.

The solution was set up and configured within two months. Spigraph then trained employees in charge of scanning the archives. Barely two months later, the archives were digitised and

paper storage outsourced.

Six months after the move, the company abandoned its scanners in favour of multifunction copiers to speed up the scanning rate. Today, some 400,000 pages are scanned each year, in real time. *"One of the advantages of Spigraph, is that they are not publishers or manufacturers. When we decided to keep our EDM rather than their recommendation, they remained open-minded. They in fact helped us in our approach and even found the scanning software best suited to our needs."*

Sébastien Vanneville was very satisfied. For him, the benefits of the paperless office do not stop at space-saving: *"It encouraged us to take a long, hard look at how we filed our documents and allowed us to speed up our archiving process. We have boosted our productivity and we are more reactive when we need to produce documents on demand. Everything is clearer, more fluid and it's absolutely seamless!"*

ABOUT SPIE BATIGNOLLES NORD

A subsidiary of the Spie batignolles group, a major construction and civil engineering player, Spie batignolles nord, located in northern and eastern France, covers the whole construction industry - from design to complete construction of structures and buildings: offices, hospitals, care homes, housing, civil engineering, environment, piping, maritime

work, interior development, rehabilitation and infrastructure. Located in each region in northern and eastern France, it is organised into regional divisions and branches to best satisfy customer needs through local proximity. The company employs 837 people and made €186 million in turnover in 2011.

www.spiebatignolles.fr