

# News Release

## Successful implementation of DMS and archiving at Rotronic

*At final acceptance in March '09, Rotronic reports positive feedback from users and its satisfaction with the successful integration into the existing infrastructure.*

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Rotronic and Arcplace are pleased with the successful implementation of a document capture and digital archiving solution for documents and email. Not only does the new solution make it easier for users to search for information, but it also simplifies and accelerates the administration and archiving of the huge volume of documentation that needs to be processed on a daily basis at Rotronic. The Swiss company Arcplace AG is well-known for innovative information management and archiving solutions, which include the areas of email, file and document archiving as well as scanning and online archiving services.

Founded in 1965, Rotronic AG has a workforce of over 360 employees and sells products via branches and offices in the USA, Germany, UK, France, Taiwan, Singapore and China to more than 40 countries around the world. Focal points include business with IT and industry products – like network technology, hardware and software, PC accessories, cabinet systems, etc. – and corresponding consultation services. Furthermore, temperature and moisture measurement equipment has been developed and manufactured at the Swiss headquarters in Bassersdorf since 1967.

With a sales distribution of this scale, paper-based document processing becomes a logistic challenge. Up until now, Rotronic has exclusively used its ERP system for the processing of creditor invoices, goods receipt documents, orders, delivery receipts, invoices or so-called storehouse requisition documents for preparing goods for shipping. The associated paper documents – which could result in up to 1,000 different documents a day – were filed manually by the filing department. If a document was needed again, the filing department had to go and search for it and then send it to the correct place in the company.

For this reason, in the early summer of 2008 Rotronic decided to look for a solution that would allow the company to switch to a digital archiving system that could be linked to its existing ERP system, i/2 from Polynorm. The solution would also need to archive emails. It was during this search for a new system that Rolf Böni, Head of IT Solutions at Rotronic, attended an event in Zurich on the topic of electronic archiving. Here, a presentation by Robbert Spierings, Managing Director of Arcplace, aroused his interest in the solutions offered by the Swiss information management and archiving specialist. At a meeting with Arcplace, Rotronic was impressed by the possibilities being offered for integration into the Windows environment as well as the solution's user-friendliness and transparency. "The archive is displayed in Windows Explorer as an additional drive and an intuitive search field delivers targeted and fast search results," confirms Böni. "For this reason, the staff had no reservations at all from the very outset and they were able to use the system without any problems."

After visiting a reference customer of Arcplace, Rotronic made its decision and awarded the contract to Arcplace in September 2008. Working with the Technical Service, Book-keeping and Sales departments, the advisors from Arcplace initially defined the types of documents to be managed and explained the details of the filing process. The next step was to work with the ERP specialists to define the interface between the DMS archive and the existing ERP system.

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Using this as a basis, Arcplace implemented a solution for document capture, indexing and archiving, including a web interface for information searches and a solution for email archiving. The linking of all documents relating to each other is controlled by means of the order number. Once the document capture and indexing process is complete, the documents are stored on a WORM storage system in accordance with legal requirements. With the aid of this new system, outgoing documents can also be filed after they have been generated in PDF format.

Arcplace used Kofax Capture for the document capture and, using an interface for information management, integrated the solution with the existing ERP system, i/2 from Polynorm. Correct assignment is ensured by means of a barcode on the documents. Other "index values" like the customer number and document number can be subsequently read out from the ERP system and transferred to the DMS system (Windream) together with the document. The DMS system ensures that all documentation filed in the WORM storage system is in line with all legal requirements. The Windream archive interface Object Store controls the transfer of documents to the WORM storage system by means of the document life cycle.

The first implementation phase was concluded at the end of 2008 and the system was commissioned on 01.01.2009. The second implementation phase came to an end in March 2009 with final acceptance of the entire system – the system having had already proven successful since its commissioning after Phase 1. At the end of January, a staff training session was held for users. "The staff was trained in no time at all, which was a major plus factor for Arcplace," says Rolf Böni. "After just two hours, the end users were able to use the solution without any problems. Since then, we have received very positive feedback from the staff about how quick and easy it is to scan and process the documents with the new solution. We were particularly impressed by the integration of the solution into our existing infrastructure – especially with the ERP system."

Since the 1st January this year, 105,000 documents have already been electronically captured and archived. On average, about 18,000 documents need to be processed every month at Rotronic – which corresponds to up to 1,000 documents a day. Thanks to its open design, the system can be extended and upgraded which means that Rotronic can use the solution for other areas in the future. "The smooth implementation of the project and the fast results are a testament to the excellent collaboration with the Rotronic project team. The support by Polynorm was also a great help," says project manager Silvio Schenker from Arcplace.

**More Information:**

Arcplace AG, Robbert Spierings,  
Seehofstrasse 6, CH-8008 Zürich  
T: +41 (0)44 260 80 00  
Email: r.spierings@arcplace.ch  
www.arcplace.ch

**Press contact:**

GlobalCom PR-Network GmbH,  
Wibke Sonderkamp,  
Münchener Str. 14, 85748 München/Garching  
T: +49 (0)89 360 363-40 / Email: wibke@gcpr.net  
www.gcpr.de / www.gcpr-blog.de