

## [ VRG Group ]

myPDFconvert at NOWIS Northwest-Informationssysteme GmbH und Co.KG



## VRG Group plots course for PDF/A long-term archiving

Small and mid-sized companies often particularly stand to gain from outsourcing entire IT areas. Setting up IT resources in the company requires a suitable infrastructure and specialized know-how. This does not always make economic sense. Yet, regardless of how they are implemented, IT-based processes always need to run smoothly and reliably. To make this happen, many businesses from diverse industries rely on the VRG Group and its 300 employees. The application scenarios cover a broad range, from outsourcing payroll accounting to an external IT partner or sourcing specific Internet services through to setting up a new network or introducing an ERP system to map their business processes.

### NOWIS – IT Department of mid-sized businesses

The VRG Group has been successfully offering its service portfolio on the IT market for 40 years. The NOWIS Northwest-Informationssysteme GmbH und Co. KG based in the German town of Oldenburg is a member of the VRG Group. Volker Paradies is Head of Business Solutions at NOWIS. “We like to think of ourselves as the ‘IT department of mid-sized businesses’. This means we aim to cover all IT topics relevant to mid-sized businesses. This entails supporting systems and servers, handling related security topics, as well as providing the required network technology and desktop services at the customer. But general IT services are also quite common, such as selling ERP solutions and implementing them on site. We also cover CRM and document management and take care of workflow consulting and implementation at the customer. It is our claim to offer the right service to accommodate any IT request brought to us by our customers.”

### Fast, efficient and cost effective document management

This is why Volker Paradies depends on being able to handle business processes quickly, efficiently and at low cost. “Our Business Solutions department also covers topics like document management, scanning and archiving. The data we process comes from a broad range of different sources. This is to say, we do not generate all data ourselves, but often it originates from upstream systems or is directly handed over to us by the customer. This includes outbound invoices that need to be archived, Word documents or TIFF files and often also documents delivered to us as hardcopies. These paper-based documents are scanned and then processed further. So our job is to convert these various formats into a unified format that meets the legal requirements for long-term archiving and will be readable and searchable by the customer for many years to come.”

### PDF/A-standard for long-term archiving

“Since last October we’ve been using the myPDFconvert software from DETEC to convert data into the PDF/A format,” says Volker Paradies. “One of the major benefits for us is that the solution enables us to keep on using our automated processes as before. myPDFconvert makes it possible to integrate the conversion process into our workflows and run it fully automatically. This means that the conversion hardly causes any additional work. Also, owing to process control the conversion is carried out flawlessly. Thanks to end-to-end automation, no manual intervention is required, which also results in significant cost savings for us and thus for our customers as well.”



## One file folder for each ship

One longstanding customer of the VRG Group is the Abeking & Rasmussen ship and yacht shipyard based in Lemwerder near Bremen, Germany. Every single international transaction needs to be documented in great detail. When handed over to the buyer, for each ship the manufacturer must include a manual describing all parts and installations – from the anchor, engines and air conditioning system through to wall outlets and the tiniest screw. This all amounts to about 80 customary DIN A4 file folders filled with documents for each ship. Not only does the documentation take up a lot of space, but searching for information or documents also becomes a very time-consuming task. NOWIS now digitizes these documents and converts them into the PDF/A format for long-term archiving. “Here the compression and OCR functions of myPDFconvert really come into their own,” says Paradies. “When we convert, for example, technical drawings for Abeking & Rasmussen, it is important that the users can perform a full-text search in the archive, thus allowing them to find information contained in the drawings. The PDF/A format supports this kind of search. Previously, the TIFF format was mainly used to archive data. But archiving technical drawings or colored drawings using TIFF files often yielded inadequate results. Full-text search was also not always supported, but the PDF/A format is very well suited for this task,” explains Volker Paradies. “After scanning, character recognition (OCR) and compression, PDF/A files are generated and then sent to Abeking & Rasmussen via FTP. Thanks to the PDF/A ISO norm, this process guarantees that the files can be read even decades from today no matter which version of the PDF viewer is used.”

*“The big advantage of this solution for us is that we can easily continue our automated processes. With myPDFconvert we can include the PDF/A-conversion directly into our processes and have them run automatically.”*

Volker Paradies, Manager Business Solutions at NOWIS



## Raising the flag for future proof long-term archive

“We will intensify our use of myPDFconvert for long-term archiving. So far we have only been converting to PDF/A when the customers explicitly asked for this, but in the future we plan to perform the entire long-term archiving process, for instance for outbound invoices, using myPDFconvert. In this context it is very important that all documents, such as invoices, are archived in compliance with legal provisions. Today, the TIFF format is still very frequently used for this. Sometimes customers also want us to adjust their upstream systems so that they generate structured documents like invoices with layout information. Many ERP systems, for example, create PDF documents but do not support the PDF/A format – but for long-term archival a format is needed that can still be read ten or more years from now, which is precisely what the PDF/A standard offers.”

### About DETEC GmbH

DETEC, based in Ruesselsheim, is a software house that specializes in software products and services for the layouting, production and distribution of professionally formatted business documents (such as household bills, business invoices, sales orders and goods notes) – printed or in digital form.

DETEC specifically supports the professional “Business Communication” (B2B, B2C), both internal and external, for more than 400 customers, nationally and internationally. The DETEC range of products provides you with the ability to produce, format and integrate documents for multiple, often parallel, output channels (print, archiving, electronic distribution) in your output system. Further, PDF/A conform documents can be produced for archiving, and with the help of qualified partner products, electronic signatures can be created and the process workflow optimized – thus reducing costs for the user.

As of the 1st January 2009, Beta Systems Software AG has acquired all business units of DETEC Decision Technology Software GmbH and DSP DETEC Software Products GmbH. DETEC is now a 100% subsidiary of Beta Systems.

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