



Future-proof systems, time-saving processes

The challenge

Anyone who has ever had a property managed by a cooperative or property management association knows that many different parties are involved, with countless processes, a wide range of approaches to project management and a correspondingly high need for documentation.

In printing terms, high-performance systems are required for various tasks; these include printing out specifications, printing, scanning and copying in the course of day-to-day office management, or printing large-format documents such as project files.

WOGEM

About the customer

WOGEM is a Vienna-based not-for-profit property developer with a history stretching back many decades. Ever since the mid-1950s, WOGEM's main focus has been the construction and management of rental apartments for local government workers. The company is currently responsible for around 5000 administrative units. Fifteen employees deal with the concerns of current and would-be tenants, lead construction or modernisation projects and handle procurement, maintenance, administration and invoicing. Over the decades the company's processes have changed as its field of activity has grown.

INVOICES/YEAR

10,000

OPTIMISED
WORKFLOW



"It was high time for us to modernise our 'old-school' procedures. The OKI devices support our workflow and can be seamlessly integrated into our IT processes."

Philipp Seifert, CEO, WOGEM

The benefits at a glance:

- Time savings thanks to optimised workflow
- Increased transparency and cost control
- Standardised operation of devices
- Improved logistics for consumables

WOGEM CEO Philipp Seifert introduced a modern and intelligent IT system into the company. As part of this process, he asked OKI for an expert opinion on the internal print infrastructure; "Some of the devices were obsolete, and others were too slow or prone to faults. Because of the many different models and manufacturers, it was always impossible to find the right toner, regardless of how full the store cupboard was. Before long we began to wonder about the cost-effectiveness of this approach", says Seifert.

During the consultation, the OKI experts identified a need for standardisation and potential for savings, but also a

desire for overall optimisation of processes. The procurement of multi-function printers was already on the agenda, so it was an obvious next step to think about workflow and document management.

The solution

"After I had explained our processes to the OKI consultant, the idea for the new scanning solution was floated almost straight away", says Seifert. The aim was to handle incoming mail more efficiently. The "old-school" procedure, with correspondence ledgers, date stamps, internal distribution, manual calculation of discounts and ring binders, would give way to an automated process integrated into the IT landscape.

The centrepiece of the new solution is OKI's multi-function printer with smart Extendable Platform (sXP) and Sendys Explorer. When used together, these systems make possible a procedure known as a "barcode split". An employee places a barcode sticker on the invoice. All the invoices are then placed together in the input slot and scanned in a single pass. As an added bonus, the OKI multi-function printer divides up the scanned-in pages on the basis of the barcodes. A separate file containing a single document with all the relevant pages is created for each barcode. The files name is also determined by the barcode, on the basis of a numerical algorithm. Subsequent processes, such as

sending the files to the appropriate recipients, calculating discounts and archiving, all take place electronically.

During procurement of the relevant OKI systems, print volumes were evaluated and a fixed-price package was put together for consumables. WOGEM will now gradually replace its obsolete print systems with new OKI devices. Adding these new printers into the existing pool contract is a quick and straightforward process.

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The benefits

"We worked out that our colleague was spending three weeks out of every year on manual calculations of discounts", explains the CEO, illustrating the sheer scale of workflow optimisation. As well as saving time, WOGEM also benefits from transparent printing costs, improved logistics for consumables and uniform operability of the devices. The company is ideally positioned for future workflow optimisation.

The future

WOGEM has availed itself of OKI's warranty and service provision. This eliminates any additional maintenance and repair costs. WOGEM can now adopt a needs-based and gradual approach to expanding its old print systems and replacing them with new OKI models, and to growing its document management system.

The pictures shown are for illustrative purposes only and come from image archives. They do not reflect the company's products or services.

Smart Managed Print Services from OKI is a series of practice-oriented analyses and methods by means of which OKI can check and determine a company's print-related costs and processes. OKI then analyses the customer's needs and requirements and creates an offer which is tailored to the individual customer. The employees in our Sales and Development Departments work closely together with key partners to ensure that our customers benefit to the fullest extent possible from our Managed Print Services.

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