Paperless Office at Bathon

Today the business success relies on efficient business processes and fast access to information as central preconditions. The sub-supplier Bathon therefore introduced the document management system (DMS) ArcFlow. ArcFlow digitizes the document filing and makes important document accessible for any employee – fast and simply.

Bathon, based at Alzenau/Ufr., Germany, is a sub-supplier for well-known companies in the Untermain region and the European countries, namely in the business of metalworking, sheet metal forming, welding technology, tank and container construction, machine building and engineering. In spring 2007 they decided to deploy a document management system since the company had to invest a significant amount of time in order to cope with the monthly number of incoming and outgoing paper documents. From the various available systems ArcFlow, developed by the ArcFlow company, was chosen. „The system is simple to operate and only requires very little training effort“, EDP-Head Stefan Bathon justifies the decision. „In addition to this ArcFlow is designed for a fast integration into the existing IT infrastructure – which is also a very important aspect for us. The system‘s extremely fast search function has convinced us even more.“

Automatic Archiving of all Documents

The first and most important step when introducing ArcFlow was the connection of the DMS to the existing ERP system, thus enabling a seamless transition of all documents. Where Bathon generates a new customer in the ERP system ArcFlow will generate a respective folder. In analogy ArcFlow prints a PDF document along with all documents like invoices or delivery notes being prepared using the ERP system. These PDF documents are automatically saved and archived to the respective customer or supplier folders for orders, requests and quotations.

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Stefan Bathon, EDP-Head

Apart from invoices, order acknowledgements and delivery notes Bathon is essentially saving test records, which are subject to frequent changes by the specialty departments. Using the version tracking feature the company can now precisely track when which changes have been applied to the test records. Furthermore, ArcFlow revision-safely archives all versions of a document. „The very fast retrieval of our documents using the search function is a major ArcFlow advantage“, explains Bathon.„The digital filing system saves our time, space and print cost. Furthermore we now have a department-spanning view to all documents. At any time employees of the specialty departments can view invoices being received by accounting or which invoices are still missing.“

The fast access to information and increased department-spanning transparency bring more efficient business processes to Bathon. The elaborate manual filing of paper documents does is inapplicable and the company is enabled of filing all documents in a digital and legally compliant way. „We are very well supported by ArcFlow“, Bathon says. „ArcFlow helps us immediately whenever we require support or in case of specific DMS-related questions. We greatly appreciate this.“





