

# Securing Meeting Notes

Local government officials stay secured with simplified and secured workflows

## Business Goals

A governing body with 4600 employees of a large administrative division in the South of France needed to find a better way to secure and distribute captured meeting notes to commission members. The solution needed to be implemented and managed with local policies adhered to.

## Challenges

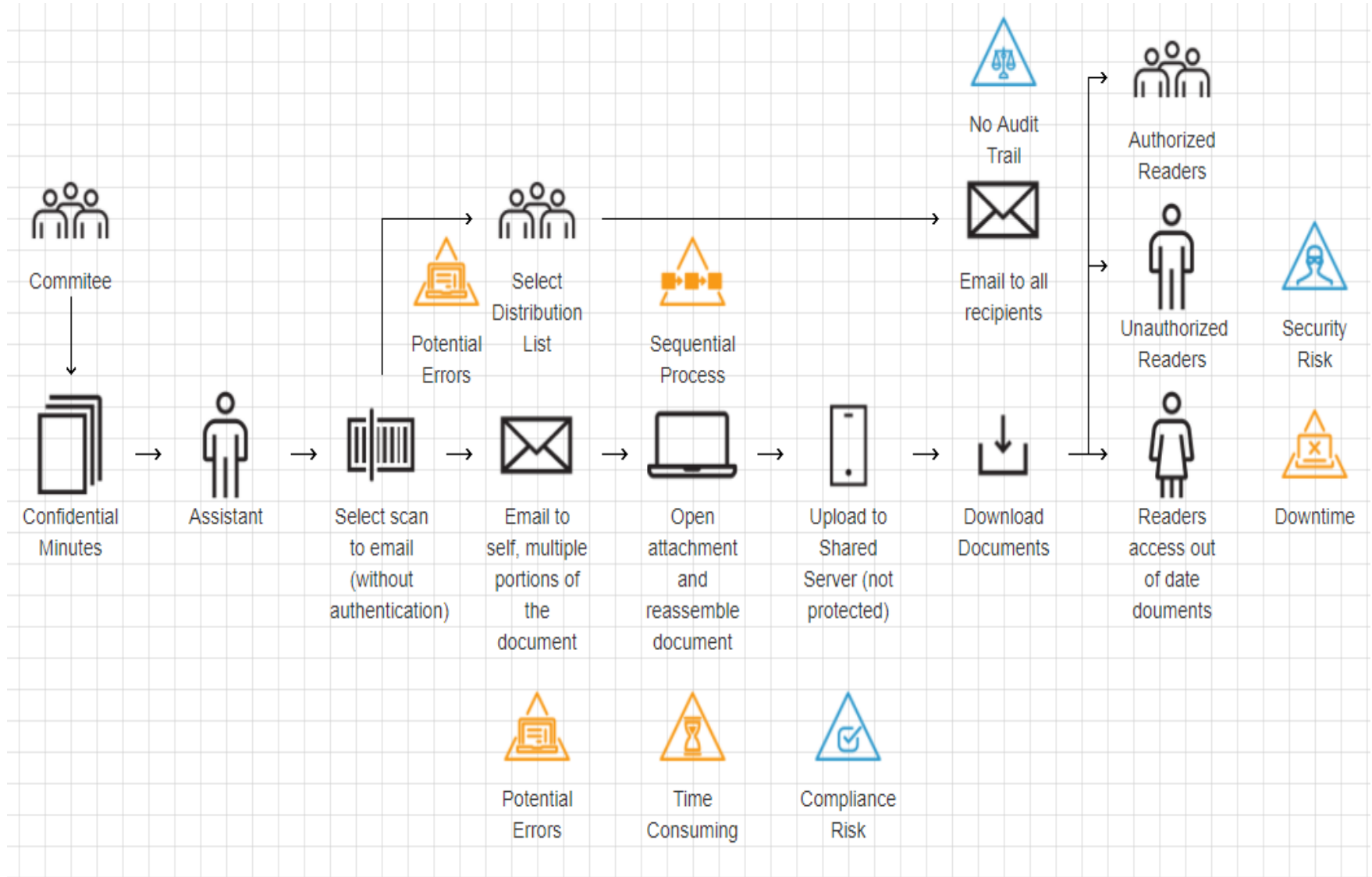
The current process required the administrative assistant to scan all captured notes via email to all members. The process relied on her to select members correctly from the address book of the device, which occasionally led to wrong people being added to the distribution list causing security concerns.

The process was also very time-consuming because the scanned notes occasionally exceeded the maximum scan file size allowed meaning the assistant had to split the pages into several parts, scan to herself only to re-assemble the pages at her PC then upload to an unsecured folder on a shared server.

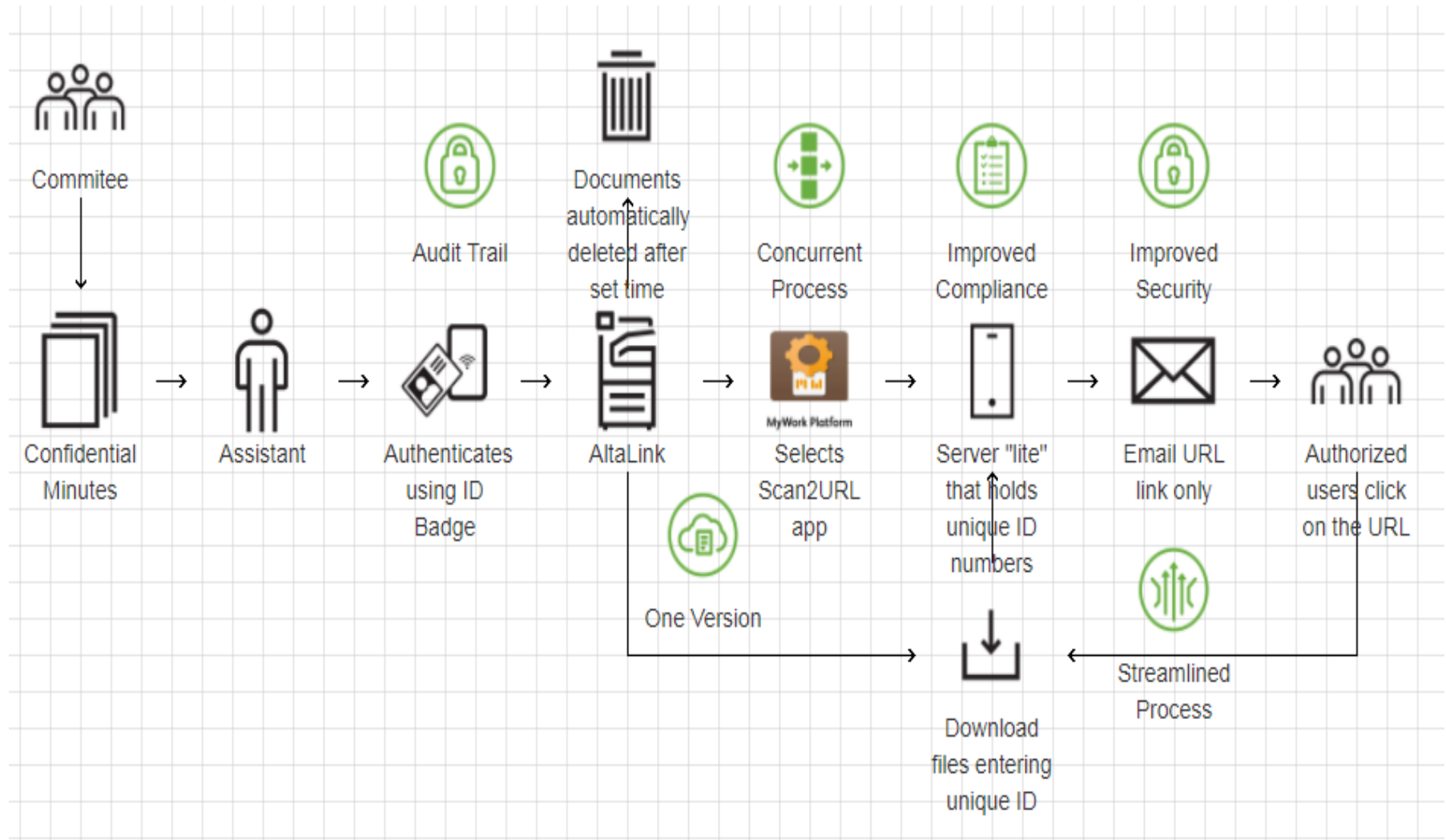
The IT Department blocks >2000 hacking attempts and >500 virus every month meaning any data stored on open servers was at high risk.



# BEFORE



**AFTER**



## Financial Savings

### New time to scan the meeting notes

10 sessions/week each taking 1 min per session

10 mins/week x 52 weeks x \$25/per hour = **\$500/year**

	Before	After
<b>Scanning Meeting Notes</b>	\$5,000	\$500
<b>Total Cost of Process over 5yrs</b>	\$25,000	\$2,500
<b>Savings Over 5 years</b>	\$0	\$22,500

**Solution Link:** [Find Out More on Xerox All Apps](#)

