

Martinsclub is one of the largest support associations for people living with disabilities in Bremen. Innovative technologies that help streamline processes and give back time to employees is ideal for this modern organization.



**Jørn Engel, Board Member,
Martinsclub Bremen, Bremen,
highlights the cost savings**



“Thanks to the central document pool, we significantly reduced the use of paper files and can now make better use of our office space.

The DMS solution will save us money in the long term, which will be invested in expanding our range of services for people living with disabilities.”

MARTINS CLUB
BREMEN



- Location:** Germany
- Industry:** Service
- Deployment:** On-Premises
- Department:** Accounting, Documentation Archive, Human Resources, Contract Management

"We fully met our primary goals of reducing paper, increasing processing efficiency, and creating a central digital archive for work across decentralized district offices."

The main motto of Bremer Martinsclub is to help people with disabilities shape their own lives. The association provides a comprehensive range of services - from residential care to assistance in schools, youth welfare, an integrated home care service, educational and leisure facilities, conference room rental and two integrative kitchens.

Rapid growth also meant a growing mountain of files for the organization and ever longer processing times. Martinsclub had also established several decentralized branch offices in order to make their support structures more handicap-friendly. Both of these factors led them to researching how they could digitize their business processes, so that they could tackle the increasing volume of paper and provide access from any location. Martinsclub sought a powerful and flexibly scalable document management system that could be seamlessly integrated into their existing software applications, such as Microsoft Access, Outlook and an accounting solution from Sage. After intensive evaluation of several well-known DMS solutions, DocuWare was awarded the contract. DocuWare was not only convincing from a functional point of view, its intuitive user interface also set it apart from the competition's products.

Self-learning indexing service combined with digital workflows

When the project started, two high-quality document scanners were purchased for their headquarters. Existing multifunctional devices were used in the district offices. Supported by DocuWare specialists, a project team analyzed central accounting processes and mapped them out in the form of digital workflows. At the same time, an interface was programmed for an Access application that had been developed in-house and is used by the association as its primary business application.

Paper-based incoming invoices are now digitized in the head office or in the district offices, and the original documents are then destroyed. Together with digital A/P invoices, the self-learning Intelligent Indexing Service automatically indexes the documents and then transfers them into a digital payment approval workflow. After the management team, accounting manager, and specific department head have checked over the invoices and approved them with a digital stamp, the documents are sent on to the accounting department. Depending on the type of invoice, a manual or automatic posting is carried out here via the Sage accounting program. Generation, dispatch and archiving of outgoing invoices is carried out with the Access solution.

"The more our current 40 users work with the solution, the more enthusiastic their response has become."

Digitization increases the range of services offered

The annual volume of invoices is estimated at around 2,500 incoming A/P and 3,000 outgoing A/R invoices. Digitization ensures greater transparency and efficiency, since the processing status of an invoice can be viewed at any time. Errors due to incorrect filing, multiple copies and time-consuming search tasks are all part of the past. Shorter processing times and a better ability to provide information on inquiries are also positive effects of the solution. Employees can, for example, access the central archive directly via a button integrated into the Sage user interface. The association plans to successively expand the digitization of its processes. One of their first major projects was the digitization of documentation for disabled students who are supported by Martinsclub. This includes personal documents that currently fill five shelves at the organization. In view of the rapid growth of the association - which currently employs almost 900 people - their administrative needs also offer further potential for optimization; for example, to set up a contract file cabinet or one for human

resources. The aim of the association is to constantly improve its own range of services to support people with disabilities.



"Quick and simple access to all documents opens up a wide range of possibilities with which we can further improve the scope and quality of care for people around the city."



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