



## The city of Wuppertal optimizes its document-based processes



STADT WUPPERTAL

Image Source: City of Wuppertal, Media Center

### Summary

The Administration of the city of Wuppertal began the gradual introduction of the electronic file 15 years ago. The document management system d.3ecm from Codia Software, which is specially tailored to the needs of public administrations, was used to manage digital files. The digitization of all existing files is fundamental for the eFile and the successful implementation of an eGovernment project. In 2016, the employment agency of Wuppertal was completely converted to eFile based document processing. Paper-based inventory files, with a total of 15 million pages, were digitized and stored as PDF files in d.3ecm. Some of the files were 400 megabytes in size.

Accordingly, working with the digital files turned out to be painfully slow. "Opening, navigating and editing a PDF file always took a long time", says Tobias Teitscheid, clerk in the Department of Information Technology and Digitization at the City of Wuppertal. "So we were looking for a software that could compress the size of PDF files." Foxit's PDF Compressor was the choice for the City of Wuppertal. Foxit's tried and tested solution compresses scanned documents to a minimum with a consistently high quality and offers complete integration into the d.3ecm system. PDF Compressor converts scanned files into highly compressed, full-text searchable PDF files. These optimized files can be conveniently managed in d.3ecm. The aim of the introduction was initially to compress the existing files of the employment agency, with further use cases to follow.



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*Tobias Teitscheid*

### From 400 MB to 40 MB

"When we started to process the files in the employment agency with the PDF Compressor, we quickly realized that we could save a lot of time and effort", confirms Teitscheid. "The file sizes have been reduced to a tenth from 400 MB to 40 MB, while maintaining the same quality. In addition to the significant reduction in processing times, the advantages are that the files can be stored and reproduced for decades, based on the ISO PDF/A standard.

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## Further Use Cases for the PDF Compressor

Beside processing existing paper files for the employment center, the city of Wuppertal used PDF Compressor in further areas of the administration. "We also use PDF Compressor to compress digital emergency logs. Around 700,000 files were compressed here. For another project, several thousand PDF files had to be adapted to make them readable for an application integration interface. Not only did compression take place here, but also conversion to another PDF format with simultaneous removal of all blank pages," explains Teitscheid. The emergency logs, which are often quite extensive, are documentation of operations and journeys of ambulances. The logs were previously stored in the associated specialist procedure. With the support of the PDF Compressor, the files could be compressed and then integrated into d.3ecm.

The Personnel Department is another area where the PDF Compressor is used. Employees using the Optical Character Recognition (OCR), which is integrated into the Foxit Solution, to make digital applications full-text searchable for keywords. In addition, old employee documents that are still in TIFF format are converted into PDF format with the help of PDF Compressor.

Finally, the Building Authority became aware of the flexible application of the PDF Compressor. A solution was sought to merge files. Foxit's Software provided the right solution for another time.

"A problem-free merging of two PDF files, each with over 1000 pages of content, also works very reliably," reports Teitscheid.



*On behalf of the Administration of the city of Wuppertal, I can say that we are very satisfied with PDF Compressor ... there is no comparison.*

*Tobias Teitscheid*

## The last step to the complete eFile: the digital mailroom

In addition, the city of Wuppertal is currently finalizing another major project using the Foxit PDF Compressor: the complete digitization of the mailroom. This involves almost 3,500 letters a day that are digitized with the help of the PDF Compressor, made searchable in full text, compressed and then also managed with d.3ecm. The aim is to automatically forward incoming mail to the responsible departments by using intelligent classification mechanisms. PDF Compressor continuously monitors a folder that is filled by the digital mailroom and processes the files the second they enter the folder. The integrated OCR component of Foxit's PDF Compressor is essential for the keywording of the digital mail items. This is the only way to classify the content of the inbox is by using a comprehensive set of rules.

"In conclusion, on behalf of the Administration of the city of Wuppertal, I can say that we are very satisfied with the PDF Compressor. I also received this feedback from other departments," summarizes Mr. Teitscheid. "The product could be integrated into d.3ecm very well and without problems and it works smoothly. The compressed files are stored more quickly in our DMS and can be processed from there much more efficiently than before - there is no comparison.