

Case study

Enokida Firm

»Thanks to "ScanSnap", the office is much cleaner. By managing office copies electronically, as long as I have a PC, I can quickly resume my work even if there is a disaster.«

Kei Enokida, Certified Administrative Procedures Legal Specialist, Enokida Firm



The customer

Mr. Kei Enokida, a Certified Administrative Procedures Legal Specialist located in Matsubara City, Osaka Prefecture, has been in this business for five years. He spends his days responding to requests sent via the web from all over Japan and publishes ideas on his blog for making work more efficient using digital devices.

He uses ScanSnap, cloud services, Internet FAX, and other tools to efficiently save and manage the various documents that are generated during the work day, thus making him more efficient.

Digitizing daily documents on the desk each time

A Certified Administrative Procedures Legal Specialist takes requests from corporations or individuals, and then creates and submits documents to government offices as their representative. As many requests come in each day, the storage method for the office copies of the documents, such as the created applications and related documents, is very important. Since the originals all go to government offices or the customers, he has to keep an office copy for responding to inquiries or for referencing past cases. However, keeping paper copies takes up too much space, and finding the necessary documents takes time. Mr. Enokida solved this problem by using ScanSnap to digitize those office copies.

"Thanks to ScanSnap, the office is much cleaner. By managing office copies electronically, as long as I have a PC, I can quickly resume my work even if there is a disaster. The model I use the most right now is the iX100. The size makes it easy to complete my work on a small desk."

Among the approximately 10,000 different types of documents, Mr. Enokida most often handles documents related to establishing companies and parking spot verifications. When Mr. Enokida creates the necessary documents for company establishments himself, such as the articles of incorporation, he can save them directly as digital data.

The customer

Customer: Enokida Firm
Country: Japan
Industry: Legal

The challenge

Certified Administrative Procedures Legal Specialists handle various documents, such as those that occur daily in establishing companies and parking spot verification applications, a collection of documents that occur in inheritance and visa applications, and large documents. The originals all go to government offices or to the customers, and the paper copies are saved at the Certified Administrative Procedures Legal Specialist Firm, Enokida. Due to this, they face issues with storage space and search convenience with paper copies.

The solution

Each time a new document is generated during the course of the work day, it is scanned with the iX100. Its compact size allows for scanning without taking up too much space on a crowded desk. When there are a large number of documents collected for a single job, they are scanned quickly using ScanSnap Evernote Edition, which has comparable functionality as the iX500 to scan documents all at once. Large documents are digitized using the SV600, a contactless overhead scanner.

The benefits

- Reduced space used for saving documents
- Significantly reduced effort and time due to searchable files

However, he must also handle papers such as seal registration verifications and copies of identifications. For parking spot verification applications, there are also many required documents, such as the application and approval of parking lot use. It is Mr. Enokida's style to not let those pile up, but instead scan them every time. He says he finds the iX100, which scans one sheet at a time, convenient and he is satisfied with the scanning speed.

"When looking for old documents to use as reference for an application, I fully realize how convenient electronic storage is. Before, I would manually search for the paper office copy, but now I can search on my PC and find it in an instant. In terms of time and effort, there's simply no comparison."

Easily refer to office copies of past documents

Mr. Enokida's method for storing data is extremely simple and logical. Instead of a hard disk, he manages everything centrally using the Dropbox cloud storage service. Not only is this convenient as he can always synchronize with his note PC when he is out of the office, but it is also a very safe measure against disasters.

"I create a 'Case file' folder for each job in Dropbox, and store all scanned data and original data of the documents I created in that folder. I also include a text memo describing when the request was made and how it was processed so I can just open a folder to see how that case progressed."

The folder names are 8-digit dates, so past work is arranged in a chronological order. Mr. Enokida can make searches directly or search folders using the separately-created Excel management table (a list of years and dates, requested content, clients, and offices to be submitted to etc.). Searches are easy either way.

Easily scan stacks of documents all at once

Some jobs collect a great deal of documents. For example, inheritance-related cases or visa applications for people of Japanese ancestry require a collection of documents such as official copies of the family register.

Products and services

- ScanSnap iX100
- ScanSnap SV600
- ScanSnap Evernote Edition

In addition, when an NPO corporation makes a request for multiple applications, there are many required documents such as the articles of incorporation and meeting minutes. Furthermore, outside of work, Mr. Enokida also handles stacks of documents such as training documents. The ScanSnap Evernote Edition, which has comparable functionality as the iX500, can quickly scan these documents all at once. It is also convenient as it can wirelessly send data to a PC, enabling work away from the desk.

Easily scan large documents too, with the SV600

In jobs such as agricultural land conversion, which requires creating large drawings for the application process, the SV600 really shines. Office copy data can be created effortlessly since you can scan a document that is up to an A3 size (including booklets) by simply spreading it out.

"With the SV600, I can easily scan just the first page of the multiple carbonless copy paper document, such as a parking spot verification application. It's a model I just recently installed, so I want to try various things."

With ScanSnap as a powerful ally, Mr. Enokida will continue to make his work as a Certified Administrative Procedures Legal Specialist even more efficient.



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