



Sirti

www.sirti.it

Industry

Communications services

Challenges

- Streamlining document exchange among geographically disparate teams
- Enhancing processing, security, and storage of documentation
- Improving responsiveness to customers

Solution

- Electronic document generation
- Digital signatures

Sirti is using Adobe Acrobat to automate a wide array of corporate communications and documents for streamlined processing, enhanced security, and better storage of important information.

Results

- Reduced reliance on paper-based processes to cut costs and improve efficiency
- Improved ability to track orders, employee work, and paycheck history, and to share information with customers
- Enabled greater collaboration and communication among teams in various locations
- Enhanced document security with access controls and digital signatures

Systems at a glance

- Adobe Acrobat

Sirti

Italian telecommunications networks firm uses Adobe® Acrobat® to standardize processes and streamline document management

Changing with the times

For more than 90 years, Sirti has delivered innovative solutions to the engineering and facility design industry. With more than 4,600 employees in offices throughout Europe and the Middle East serving the enterprise and public administration markets, the company offers professional services, systems integration, and turnkey solutions for telecommunications networks, railway, and tramway systems.

With its staff dispersed through Italy, Sirti's offices needed the ability to exchange documents in all areas of business, particularly human resources, to coordinate work and communications among employees, customers, and suppliers.

Within Sirti is a division called Processes, Procedures and Coordination of Privacy Protection, which promotes changes and innovation in internal procedures. The division managers, who are part of human resources and report directly to the company office of the CEO, are primarily responsible for analyzing company processes such as document management. They determined that Adobe Acrobat software was the ideal solution to meet the company's needs.

Sirti's collaboration with Adobe dates back to 1998, when the company began using early versions of Adobe Acrobat. The company's requirements have always been quite clear: to define a standard for document processing; to create easy-to-compile forms; and to manage information in more secure documents.

The synergy between Sirti and Adobe is stronger than ever today. Stefano Savoca, manager of the Processes, Procedures and Coordination of Privacy Protection division of Sirti, says that Adobe Acrobat is "in the DNA of the company's processes," illustrating how heavily the company has come to rely on Adobe solutions. For years, all documents that Sirti has produced to manage relations with the company suppliers, as well as the vast majority of documents used by human resources, are in Acrobat Dynamic PDF.

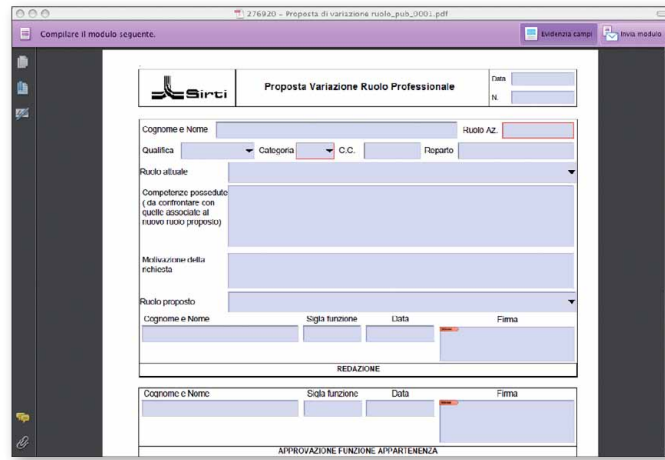
Electronic document generation

Sirti's human resources team uses Adobe Acrobat to create a variety of electronic documents that are easy to compile and aid in the facilitation of electronic payroll, creating expense reports, and managing job descriptions and reviews. The comprehensive job description form contains each employee's employment history, skills assessment, and role within the organization. It is available not only to the individual, but also to HR managers. In addition, the Adobe solution is used to generate forms required for employees requesting power of attorney or transferring to different organizational units.

In the past, the management of employee documents consisted of a partially automated process. Paychecks, for instance, were sent for printing to about 20 company offices throughout the territory, where they were then manually folded and put into envelopes, before being distributed to employees. This process required 30 employees working each day of the month to complete.

With Adobe Acrobat and PDF, dynamic electronic wage slips now contain vital statistics, performance data, and parameters related to employment contracts. The electronic forms are personalized, compact PDF documents. According to Savoca, the flexible Adobe software provides the company with many advantages. "We eliminated paper archives and minimized the amount of work done by dedicated personnel. Also, employees can receive their slips as more secure PDF files at any time," he says.

With Adobe Acrobat, Sirti can reduce its reliance on traditional paper-based processes by reliably generating, securing, and storing a variety of digital documents as dynamic PDF files.



“By extensively using PDF to generate forms, wage slips, purchase requests, and other documents, we can leverage an international standard to streamline processes. Our long-term relationship with Adobe made it possible to simplify our global company processes, making them more efficient and secure.”

Stefano Savoca
Manager, Processes, Procedures
and Coordination of Privacy
Protection division, Sirti

Currently, many more services can be handled quickly and easily using Adobe Acrobat, without the need for more complex and costly solutions. “Adobe Acrobat represents a highly interactive standard for generating forms in our company,” says Savoca. “PDF forms are easy to generate and complete, since staff needs only the free Adobe Reader® software. Additionally, the Adobe solution enables us to add passwords or digital signatures—depending on the document—to enhance the security of sensitive information.”

Streamlined process, enhanced security

Adobe Acrobat and PDF have greatly changed managing purchase orders at Sirti. The company manages approximately 100,000 purchase orders annually, ranging from 3 pages to more than 50 pages, including attachments. A purchase order form is created using Adobe Acrobat. The operations department then provides information in terms of the type of purchase, notes, and clauses associated with purchase conditions.

Details of the purchase are defined and the purchase order system sends e-mail notifications to parties involved in the initial approval of the purchase, requesting their preliminary digital signatures. After a second round of signatures, the purchase order in PDF is returned back to the buyer and is finally sent to the supplier.

“With this system, we can keep track of any changes to purchase orders, and security is greatly enhanced because of digital signatures,” Savoca says. “Using Adobe Acrobat and Dynamic PDF, we solved the complex issue of getting approval signatures; documents would otherwise need to be signed in the Milan office even if they were generated hundreds of miles away. We can also archive all the data digitally, thus saving paper and time, as well as generally improving efficiency.”

Looking ahead

In the future, Sirti intends to continue simplifying its daily collaboration with contracting agencies in its territory. Based on the success it has had with Adobe Acrobat, the company will deliver all files in PDF, so that all parties can share and sign by e-mail rather than relying on paper copies.

“By extensively using Acrobat to create PDF forms, wage slips, purchase orders, and other documents, we are leveraging an international standard to streamline our operations,” says Savoca. “Our long-term relationship with Adobe made it possible to simplify our global company processes, making them more efficient and secure.”

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