

Industry:
Security Services

Region:
Nationwide

Solution Areas:
Document Scanning

Challenges:

- Large volumes of HR back files that needed to be frequently accessed – currently 2,500 employees and a backlog exceeding 850,000 pages
- New processes for accessing the files
- Inconvenience of storing, accessing and amending active files

Benefits:

- Immediate increase in usable floor space
- Improved records retrieval efficiency and staff productivity
- Enhanced records management processes to amend existing files
- Increased security surrounding records with retention policies and access rights

Document Scanning Improves HR Record Keeping

OMNIPLEX World Services deals with an abundant amount of highly sensitive information operating under careful supervision and strict deadlines for corporate customers and government agencies. Outsourcing internal HR back file scanning projects to a locally trusted partner helps ensure their focus is on maintaining their position as a leader in security services.

Back File Conversion Saves Time and Money

OMNIPLEX recognized the need to digitize their HR files in order to improve efficiencies in retrieving active files. By outsourcing the work, they could quickly diminish the backlog of files and focus on implementing new processes surrounding their document management solution within to HR, Accounting, and Contracts. Once completed, physical files could be moved offsite and stored through their retention period without taking up valuable office floor space.

Benefits of Offsite Document Scanning

- Focus maintained on productivity of the businesses core processes
- Avoided scanning expenses including staffing, hardware, and software
- Secure removal of paper resulting in immediate increase in floor space
- Staff expertise to ensure efficiency, productivity and quick turnaround
- Greater security surrounding the scanning environment and procedures
- Assurance that each image is checked for quality and accuracy

Document Management Solution at Work

With a document management system already in place, converted back files are imported into the system and immediately accessible by its authorized users. New processes are easily adapted with the information already captured and focus can be directed to the company's core functions.

With a staff of approximately 2,500 professionals, the HR department contained over 850,000 pages of information. Through the process of offsite scanning, each record is carefully prepped, scanned, indexed, examined for quality control, and uploaded into the document management software.

To ensure a backlog is avoided moving forward, departmental and production line scanners are installed onsite throughout the HR, Accounting and Contracts Departments. Through careful planning and training of its end users, processes are streamlined and new records can be scanned directly into the system and attached to existing files efficiently and securely -- all while maintaining the original integrity of the document and recording the changes that are made. For continued fluidity and to ensure successful upkeep, hardware and software alike are maintained and supported by ImageX, a local authorized dealer and service center. As the needs and demands of each department change, needs are continuously addressed and evaluated to promote continuous efficiency throughout the corporation.