

formscan

Nottinghamshire County Council digitises personal records for online storage and retrieval

Nottinghamshire County Council, embarks on a pioneering project to digitise its personal files for innovative document storage and retrieval to streamline human resource practices.

Nottinghamshire County Council provides services and opportunities to county residents which enrich lives through employment, education, law enforcement and health services.

The Situation

The need to eliminate paper-based processes and records management

As part of the development of Nottinghamshire County Council's Employee Services Centre (ESC), all personal files were held at a transactional unit, sited about 5 miles away from County Hall. If access to these files were required elsewhere, an authorised member of the human resources department would have to request that the file be sent to the requestor. Initially this was through the submission of a file request to ESC, a member of the Admin Support Team would then extract the file from the storage area and send it on for the attention of the file requestor. A turnaround time of 48 hours was expected as standard. Nottinghamshire County Council realised that they needed to streamline this process in terms of both cost and efficiency.

The Solution

After interfacing with Anacomp, now acquired by Formscan, the County Council found that their online repository could easily be adapted to suit the council's needs. This portal would allow the storage and retrieval of images by authorised individuals through their web browser with documents viewed in Adobe Acrobat. The use of this online repository allows instant access to all files as well as multiple users to view a particular file at the same time.

Paper files are converted through scanning of each page into images stored as .pdf files, each page is indexed with the employee NI number, payroll number and names amongst other data to allow retrieval of specific records or documents by any authorised user.

Once scanned and indexed, files are transferred to the repository held on an external server hosted by Formscan, where after checking the files become live and accessible through a portal controlled by password access. Authorised users can search for files through their own browser and subsequently view these files in .pdf format; these images can be printed but not amended within the system.

"We needed to reduce the risk associated with our important documents, and we have a duty to achieve best value - the Anacomp service addressed both issues immediately. The set up costs were comparatively low, and we could start quickly. It was an easy choice to make," said Nigel Dowey, Head of Employee Services. "In the near future, all our documents will be available on demand. This will enable us to improve all our services to other departments, to staff and to recruits. We are planning new projects to enhance our efficiency that are only possible now that we have universal document availability as a base. The Anacomp team has worked with us on a number of projects. They know how to work with us and to deliver on their promises."

Continues.....

Accurate information that's on-demand when needed

<p>Immediate benefits realised through the use of the online repository include:</p> <ul style="list-style-type: none">○ The immediate access to files when needed as well as reduced effort to make a file available to users○ Multiple users can now gain access to the same files○ With the pressure on accommodation ESC will gain benefit as the 50m2 of space given over to storage space can be used more effectively○ There is reduced waste in transporting files between location on demand○ Security is enhanced through the control of user access by password○ The risk of files being lost or misplaced in transit is removed		<p>Longer term benefits developing include:</p> <ul style="list-style-type: none">○ Documents or files can be imported directly from desktop PC applications removing paper from the process○ The storage of e-documents can be extended beyond personal files to allow storage and retrieval of any document within the authority○ Documents are filed at the point of creation removing the resource required to manually file or scan documents
--	--	--

For more information contact Simon Stammers, Sales Director, on 0844 – 561 - 7276