

On-Site Document Scanning and Conversion

OVERVIEW

On-Site Document Scanning and Conversion for Confidential Employee Files.

ABOUT OUR CLIENT



York Regional Police (YRP) provide services to the growing communities across York Region. Their staff are located at facilities in Aurora, Georgina, Markham, Newmarket, Richmond Hill, Vaughan and Whitchurch-Stouffville.

YRP was implementing a new electronic human resource management system. All paper-based employee files needed to be quickly scanned, converted and securely transferred into the new system.

Proceed to next pages for case study



Need for On-site Document Scanning Conversion Services

The Challenge

6,000 employee files, containing both uniformed personnel and civilian files, had to be securely converted into secure digital images, indexed and uploaded into York Region Police's new electronic human resource management system.

Due to the sensitive nature of the employee files, they could not be scanned at an offsite facility. An on-site document scanning conversion service was required.



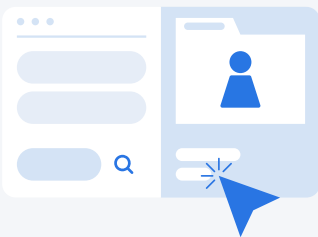
ON-SITE DOCUMENT SCANNING SERVICES

The Solution

Octacom provided York Region Police with a complete on-site document scanning conversion service, including equipment and staff.

High-speed document scanners were provided by Octacom and their experienced, reliable and highly trained staff performed all the scanning and indexing on-site at YRP premises.

Octacom's staff was responsible for moving files from shelves to an established production area for document preparation, scanning 6,000 employee files, indexing by employee ID and name, quality checking and output of the images and indexing to YRP's human resource management system.



Fast, Secure and On-line Access to Employee Files

The Results

Fast, secure and on-line access to these employee files is now available to authorized York Region Police personnel.

With over three decades of experience in providing document management services, Octacom knows how to deliver on-time and on-site.

More Case Studies

Learn more about how our solutions and services have helped our clients.

LAFARGE

Improved processes related to managing over a half million delivery tickets annually.

HAMILTON HEALTH SCIENCES

Scanned and indexed over 86 million patient records for seven Hamilton hospitals.

SALVATION ARMY

Integrated their ERP solution to centralize and automate invoice processing.

VOTORANTIM CIMENTOS

Improved processes related to storing and reproducing shipping waybills and tickets.

ONTARIO POWER GENERATION

Created a custom Accounts Payable Automation solution to manage over 110,000 invoices.

ESTÉE LAUDER COSMETICS

Eliminated manual process for retrieving, handling, filing and distribution of HR records.

AIR CANADA

Turn-key solution handles over 500,000 air waybills and 1.5 millions documents annually.

WORLDSOURCE FINANCIAL

Created a custom document management portal and workflow solution.

VITALAIRE

Eliminated manual processes for tracking, filing and retrieval of paper-based POD documents.

ROOTS OF EMPATHY

Survey capture and processing services for over 9,000 parents responding to the survey.

MIDWIVES' CLINIC OF EAST YORK-DON MILLS

Provided document scanning services and secure cloud hosting of digital Patient Records.

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ABOUT OCTACOM

Octacom is an enterprise software and services company focused on document and data management solutions. Founded in 1976 and headquartered in Richmond Hill, Ontario, Octacom specializes in document management and workflow automation software as well as document imaging services, and leverages its proprietary Odiss™ Document Management Software to provide a robust, secure and cost effective solution to clients globally across a wide range of industries.