

Greenwich



you can
Canon

Case Study

Scanfile
Document Management



Greenwich have literally thousands of pieces of paperwork which needs to be kept for a minimum of seven years and in some cases for twenty years. Based in the City archiving was proving to be very costly and highly inefficient in terms of fast retrieval of data.

"Falcon introduced Canon Scanfile and scanning technology to Greenwich and it soon became apparent that this would save Greenwich a tremendous amount of time, effort and money. A fully networked system was installed with very few problems and after the initial training they were off and scanning.

Tony Doyle explains how it is being used and details plans to roll it out across all areas of the company:

"Scanfile's primary use at present is the scanning of slips - the whole of the business written by Syndicate 994 for 2001 has been scanned (some 3400 contracts ranging from 3 to 50 odd pages per contract in length. (These are normally A4 size but some of the slips are exactly half the size). We are currently in the process of scanning the 2002 slips in the same way and would expect to have a similar number of contracts by the end of this year. It is the intention to do this again for 2003 (Claims willing)

The syndicate also propose to scan their re-insurance contracts onto the system - starting with the 2002 account going back to 1993 (if they can be found!)

We have also scanned on the various contracts that either GSL or the Managing Agency have entered into (The original copies are to be held off site with Wilde Sapte)


Human Resources are also intending to copy Personnel files onto the system Some of the Company Secretarial Data will also be scanned on for the Various Greenwich Companies - Board meeting minutes / Company house returns etc."
We are working closely with Falcon to enable our networked copiers to scan directly into the document management system thus speeding up the process and enabling more of our staff to convert paper documents to scanned images.

We fully recommend Canon Scanfile and Falcon to any company that has issues around filing - we don't know how we managed without it!"

Tony Doyle
Greenwich



Contact Details

 Please contact us for details

