

# **Challenges**

 Limited physical storage space brings the need for the council to implement a digitisation strategy to efficiently 'back-scan' the paperwork from each department.

### **Solution**

- Two Kodak i620 scanners, along with an EzeScan Capture Solution have been implemented to digitise each departments files
- With EzeScan, text searchable
   PDFs are produced and accessible
   through the councils shared
   network drive or imported directly
   into the councils EDRMS.
- EzeScan was chosen not only for its cost effectiveness but its seamless integration with the councils current EDRMS, Content Manager.
- When records of the same type are scanned, the system has been configured to import documents on the basis of one piece of information, the councils ID number, which saves time from excessive manual data entry.

## **Results**

 The Council plans to offer a scan-ondemand service to cater for all their ongoing digitisation needs.

# Staffordshire County Council installs Kodak scanners with an EzeScan Capture Solution to support the opening of a brand new HQ and relocation of 1500 staff.

Staffordshire County Council has implemented a high performance document scanning solution to digitise the majority of its files as it moves into a brand new, 150,000 sq ft purpose-built HQ called Staffordshire Place. 17 buildings across the town have been closed, saving the council £250,000 per annum over 40 years with 1,500 staff from 135 teams relocated to the new offices.

The new building enables the efficient delivery of council services as all departments are under one roof, with costs reduced, business processes streamlined, and flexible working facilitated for council employees.

Only one linear meter of storage per employee has been incorporated in the new headquarters, meaning storage space is at a premium. Richard Lewis, Staffordshire County Council's Scanner & Disposal Officer explains "We want to be paper-light Reducing the area required to just store paperwork is a priority as it's a non-productive use of the new office facility."

The councils corporate scanning team considered three routes to deal with files; using third party suppliers to totally outsource scanning, managing it completely internally or a mixed approach. A mixed approach was chosen given the range of documents to be scanned and the necessity to process them quickly while controlling quality.

Two Kodak production scanners, along with an EzeScan Capture Solution, were purchased to 'back scan' paperwork from departments moving into the new facility as storage space is at a premium.

"Our in-house team will support 85-90% of departments, but some have existing suppliers and systems in place which made sense to maintain. For example, the planning team has oversized documents larger than A3 which are digitised externally. We've reviewed each department's requirements and put in place a bespoke solution for them" says Lewis.

The councils scanning team has established a records capture centre powered by the EzeScan software and Kodak scanners to digitise the files sent to them by colleagues. Where paperwork is needed day-to-day, the team has also actually gone to sites to scan locally or lent equipment to teams who for security reasons, have wanted to scan their paperwork themselves.

To date, the legal, financial, social care and highways departments have made extensive use of the new solution, with each team preparing its own paperwork ready for scanning. This has sped up the digitisation process dramatically.

The Kodak scanners have been in use for the past four months, and were selected because they offered the best volume and quality of scanning given the price.

With built-in Kodak Perfect Page imaging technology, SurePath paper handling to guarantee accurate feeding of various document types, and three independent multifeed detectors ensuring no paper jams, the scanners deliver outstanding performance fully optimised for mission critical scanning.

Featuring a 500 sheet document feeder able to deal with a mix of paper sizes and weights, the scanners are rated to speeds of 53 pages per minute at 300 dpi the council standard for scanning which copes with both handwritten as well typed documents. Lewis says, "The thing that has impressed me the most is the reliability. Some days, the Kodak scanners have been going flat out for 10 hours without any issues."

Between 1.1 and 1.5 million images over the next 6 to 8 months will be created as departments move into Staffordshire Place.

With the help of EzeScan, text searchable PDFs are produced and are accessible through shared network drives or images produced and imported directly into the council's electronic document & records management system (EDRMS), Content Manager (HP TRIM) which is currently being rolled out throughout the whole council to improve access to and management of information.

"EzeScan Capture Software was chosen not only for its cost effectiveness but because it offers a seamless integration with the Content Manager and offers static value support so that images can be imported far quicker" said Kevin Blackley, EzeScan's International Business Development Manager.

"When records of the same type are scanned, the system has been configured to import documents on the basis of one piece of information, the council ID number, which saves time re-keying in similar information all the time" says Blackley.

Once the move to Staffordshire Place is complete, the scanning team expects to offer a scan-on-demand service for departments to cater for all their ongoing digitisation needs. It's fair to say that installing a high performance scanning solution has proven cost effective for Staffordshire County Council given the volume of documents they have to process.

"Consistency and quality is guaranteed, along with security, with staff then able to use the information in its EDRMS to deliver a faster service to members of the public when they contact the council" said Neil Murphy, Kodak's UK Sales Manager.

Reprinted from Information & Data Manger (IDM) magazine

### **About EzeScan**

EzeScan provides fast, cost effective business process automation solutions including simplified document back scanning, accounts payable, data robotic process automation, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS capture. With thousands of installations in Australasia, North America and the UK, EzeScan is your ideal digital transformation provider.



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