



Case Study: Manufacturing Co. Meets Federal Mandates During Document Conversion

The Situation

An internationally owned manufacturing company based in Arizona maintained its Quality Assurance Reports (QARs) on paper. Reports for the current year and two previous years were maintained on site. All other years were stored at an off-site storage company. The company hired a full-time employee to manage, maintain and retrieve the records.

Despite efforts to improve efficiency, problems quickly emerged. It often took hours or days for requested files to be retrieved. Since this company produced products for the Federal government, it faced fines if any lost or misfiled QARs weren't delivered by a specific deadline.

The Solution

Each morning, OptiScan picked up and scanned all QAR documents that had been generated the previous day. Using OCR and data entry, OptiScan staff created a database of all search fields in which a report may be requested. Images were securely transferred each afternoon and uploaded into OptiScan's eVista document management software.

eVista is a secure, web-based hosting program that enables organizations to host and manage all of their digital media. It offers instant access to archived files 24/7. The organization can control who has access to media. Other notable benefits of eVista enabled the manufacturing company to:

- Save disk space through centralized web server storage
- Easily and securely retrieve digital documents using categories, bookmarks and keywords
- Control who has access to specific documentation with role-based administrative access
- Protect files from loss or damage with automated backup and recovery
- Enable multiple people from around the world to reference the same document
- Track contributions and changes with the version history feature

The Benefits

OptiScan dramatically reduced the time it took to retrieve QAR documentation, enabling the manufacturing company to avert fees assessed when retrieval deadlines weren't met. Additional benefits include:

- Labor costs associated with document management and retrieval was significantly reduced or eliminated
- Immediate access to any requested QAR
- QARs were no longer lost or misfiled
- Disaster recovery back-up provided
- Production space gained where paper reports had been previously stored

Learn more: www.optiscan.net

Free consultation: (800) 369-5997