

Each physical staff file (P-file) had up to 8 different hard-copy records types which needed to be filed into the relevant sections (e.g. recruitment, salary, pension, appraisal) so that the correct documents could be retrieved quickly and easily when needed. Each section then had a barcoded cover sheet placed in front of the relevant documents to be scanned.

All the operator needed to do was to add the index sheet containing the staff number and p-file number to the front of the documents, insert the barcoded sheets into the bundle in front of the relevant section and placed on the scanner.

When the operator hit scan from the EzeScan solution it would automatically search the staff member's details shown on the index card, bring up their HR file and automatically scan and upload the documents into the relevant sections in Content Manager.



Implementation was quick and easy with EzeScan conducting two days of configuration work offsite and then just one day onsite installing, setting up and training the operator how to use the software and scanners.



The time taken to upload and scan each historic staff record was cut dramatically from 20 minutes to 40 seconds, resulting in a huge time saving. Going forward any new paperwork for staff is scanned and filed automatically within Content Manager, removing the need for storing any hard copy documents.

Security has also been improved because the solution only allows authorised staff to have access to the relevant HR files. There is a full audit trail of all the documents scanned and EzeScan can also monitor the HR database so if any changes are made, they can automatically update the data held within Content Manager.

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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