

# PaperVision<sup>®</sup> Enterprise boosts productivity for Federal White Cement employees by reducing document retrieval time

Federal White Cement is a major manufacturer of white portland and masonry cements in North America with 70 employees. They have been located in Woodstock, Ontario since 1979.

The employees of Federal White Cement were spending a considerable amount of time traveling off-site to retrieve documents and, once finished with them, getting back in the car to re-file them.

By installing PaperVison<sup>®</sup> Enterprise (PVE) in October 2004, Federal White Cement was able to cut down the retrieval time from hours to mere seconds, while PaperFlow<sup>™</sup> allows them to scan their documents daily and eliminate the need for additional onsite and off-site storage.



## *The Situation*

Federal White Cement handles half a million documents a year, and with documents dating back 15 years, employees were spending up to an hour driving to an off-site location to sift through the enormous amount of files, bringing them to the office and then returning to the off-site location to re-file them.

The company produces approximately 300 banker boxes of documents each year and was considering building an addition on their current location as well as investing in off-site storage to handle the multitude of documents.

## *The Solution*

Polar Imaging, a London, Ontario based Digitech Systems Reseller, installed PaperFlow and PaperVision Enterprise in October 2004. Installation took only one day and Federal White Cement will receive continuous consultation and support from Polar Imaging.

Federal White Cement currently has between 5 and 10 users, and anticipates additional users from other departments in the future. Documents are scanned daily using PaperFlow while PaperVision Enterprise retrieves the indexed documents making them available to the end user using a web browser.

The integration capability of PaperVision Enterprise allows employees to access documents, based on an invoice number, for retrieval with a keyboard shortcut. Employees benefit from document and content management without ever leaving their accounting software, ACCPAC. With the use of PaperVision Enterprise version control, check in/check out, and audit trail tracking features, Federal White Cement ensures the confidentiality and security of critical business information.

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## Recognized benefits

The new PaperVision Enterprise system allows employees of Federal White Cement to reduce the time spent filing, retrieving and re-filing documents from hours to seconds. They are now able to search for documents with the click of a mouse. The match and merge function in PaperFlow allows them to mirror their existing database. Every 24 hours PaperVision Enterprise imports all newly scanned and indexed documents from PaperFlow allowing the end user to retrieve them via the thin client. The company estimates a cost-savings of at least \$8,000 per year.

The company's Vice President of Finance and Administration states, "When we had to go off-site to retrieve and re-file documents, it took a couple of hours of someone's time. Now it takes only seconds to retrieve a document, and there is no need to re-file it later."

When asked about the Federal White Cement system, Steve Todd with Polar Imaging commented, "We don't sell software, we sell solutions. I uncovered the needs of Federal White Cement and presented specific features such as the match and merge function with their existing database as a benefit. Cost and continued support were also favorable benefits."

## About Polar Imaging

Polar Imaging, Inc. is a complete scanning and microfilm service bureau. Polar Imaging, Inc. has become known in the industry as a truly diversified organization that delivers a broad range of document services and equipment. In business for the past 29 years, their team has the passion to provide a complete document solution for any customer. Polar Imaging strives to offer their customers quick and easy document management solutions that will significantly cut costs and improve productivity. Through the use of Digitech software, they strive to decrease a customer's document retrieval time by 80-90% and leave paper in the past.

To learn more about Polar Imaging visit their website at [www.polarimaging.ca](http://www.polarimaging.ca) or call (519) 652-0211.

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### Key Benefits

- Saved the company time and money
- Improved Customer Service
- Decreased document retrieval times
- Improved operating efficiency
- Increased employee performance
- Improved payment and collection processes for Accounts Payable and Accounts Receivable.

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