

Records Department Goes Digital

Scanning to a database made easy

Situation

A mid-sized manufacturer faces challenges managing hardcopy documents in their Records Management Department. Carla, the person responsible for Records Management spends many hours trying to locate documents that were misfiled or lost. She is frustrated with employees not returning a document to her department that other employees are requesting. Also, there is no formal disaster recovery plan & trips to offsite storage to retrieve older documents is unproductive.

Solution

Parsons "Imaging Made Simple" (IMS) Document Management System to scan records using the Xerox MFP. Employees now gain immediate access to digital documents permitted by their user ID with the ability for multiple people to access the latest version of the same documents simultaneously. Records are replicated in the cloud for disaster recovery offering 99% uptime and access anywhere in the world.

Getting Started

Focus on customer's greatest challenges when retrieving information stored in their file cabinet.
Assess current and future technology needs.
This App integrates with Imaging Made Simple (IMS) Document Management System.

Technology Required

ConnectKey MFP

Imaging Made Simple product site

Apps studio with PAB tools or contact an authorized developer

Analyst support of set up and integration the Imaging Made Simple repository

Solution Links: [Find Out More on ConnectKey](#)
[Find Out More on Xerox All Apps](#)

