

From Paper Nightmare to Paperless Archive



The Challenge:

Create a digital archive and move an insurance company toward a paperless office

The Solution:

Xerox Document Centre 535
X-Solutions ScanFlowStore

The Results:

- Implemented fast and simple document scanning
- Reduced masses of paper records
- Facilitated more efficient and responsive client relationships
- Eliminated need for outside software/hardware consultancies
- Saved money on office supplies and reduced hardware needs

X-Solutions® ScanFlowStore®



Document Centre 535

Insurance Case Study

The Challenge:

Paper documents pile up fast in the finance and insurance sector. Wijma & Been, a joint venture with over 100 years of records to maintain and reference, found itself inundated with paperwork. Management decided to create a digital archive; Alchemy, a separate document management company, was purchased by the firm.

Problems multiplied. The Alchemy database required a system administrator on staff, and the Alchemy database structure was proprietary. Office employees needed extensive training to use the system, the software required consultants to debug, and the scanner was slow and jammed repeatedly.

Wijma & Been needed to stop spiraling costs, inconvenience, and workplace headaches—all of which were compounding the already difficult task of creating a digital archive.

The Solution:

Wijma & Been sought the advice of a Xerox account manager. After a demonstration of ScanFlowStore®, the office managers of Wijma & Been felt a renewed sense of enthusiasm for their archiving project. A solution was clear: Combine the ScanFlowStore application with a Xerox Document Centre® 535 multifunction system.

Created by Xerox partner X-Solutions, ScanFlowStore is the first step toward creating a digital archive and a paperless office. It operates as “middleware,” running on a central server invisible to the user between the Xerox hardware and Windows PCs. With one press of a button, the Xerox WorkCentre creates a 100% text-searchable PDF file that can be stored in the location of your choice. Archiving with ScanFlowStore is just as easy as making a copy.

The Xerox Document Centre 535 works alone as a high-resolution, 35 page per minute copier. However, with the optional network scanning services, you can scan documents directly to your desktop, to a network file server, email addresses, the Web, or—as with Wijma & Been—to the document management application ScanFlowStore.

The Results:

The Wijma & Been office has been completely streamlined, able to scan archival documents and store them by customer number in a systematic fashion. Any employee can access a client’s historical and current file documents with the ease of a PC search.

ScanFlowStore has so simplified the operations that database administrators and software consultants no longer need to attend to a cumbersome system. Now, even computer novices can scan documents, freeing up more skilled employees to work on other tasks.

And, since the office uses the Document Centre 535 in place of several desktop printers, Wijma & Been estimates a savings of €1300 per month on ink cartridges alone.

Customer Profile:

Wijma & Been is a Dutch insurance company located in Leeuwarden, the capital of Friesland in the north of the Netherlands.

The firm employs about 30 financial specialists who advise small-to-medium-sized businesses and private individuals.

Wijma & Been concentrates primarily on the insurance, mortgage, savings, pension and finance sectors.

**Working together...
getting results.**

Together we can.

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