

# White Paper: Scanning and access to paper archives for remote workers



The working environment has changed massively since the beginning of 2020. With remote working set to continue for the foreseeable future, it's vital that your business is able to operate as efficiently from a remote location as it would from the office.

Can all of your workers quickly and easily access all the necessary information from their homes? What impact is this having on your employees' and customers' satisfaction, or indeed your bottom line?

Allan Webb has decades of experience delivering professional scanning services to help our customers become less reliant on hard copy documentation and fully realize the benefits of going digital:

- **Engineering Drawings:** Have access to your engineering drawings when needed on-site.
- **HR Files:** Access all of your employee records in one location. Files can be accessed and updated remotely.
- **Personal Client Data:** Easily find and access all information your company holds for a client to quickly respond to Subject Access Requests (SARs) or requests for deletion.
- **Accounts:** Finance data fully available and accessible remotely. Business-critical documents can be stored and backed up on your network.
- **Survey Scans and Data Capture:** Have your completed surveys scanned and data extracted for easy analysis.

White Paper:

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## Scanning Services:

- A6 – A0 paper
- Acetate Paper
- Microfiche
- Aperture Card Receipts
- Books
- Business Cards

## The Benefits to our Scanning Solutions

### Save Time:

As the adage goes, 'time is money'. Valuable time lost travelling to the office adds unnecessary cost and downtime to the working day. With all necessary data accessible remotely can bridge the gap between office and remote working considerably, enabling your team to focus on keeping the company running as usual. In some instances, where your filing is organised in a less than meaningful way, downtime for searching can be excessive. Another benefit to digital filing is that search functionality is possible, enabling your team to access the required information in seconds without leaving their desk.

### Multi-Access:

Having multiple employees needing access to the same information can be problematic if stored in hard copy format, especially when working from home. A digital version safely housed on your company's network makes data accessible wherever you and your employees are in the world, by as many people as needed, reducing downtime or inefficiencies when operating remotely.

### Cost Savings:

Setting aside the potential unexpected costs of having your team travel to your office/storage facility and then spend precious time searching for the relevant document, simply storing vast reams of paperwork has cost implications. Filing cabinets and boxes take up vast amounts of space, which could be better utilised for more practical resources or allow better social distancing practices in the workspace. Off-site storage is always an option but will be an ongoing cost that can run up hundreds of £s a month. Making a one-off payment to have your archive digitised mitigates the risks associated with these ongoing liabilities to your business, enabling you to reap the additional benefits of virtual information.

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### Secure Information:

Whether or not you wish, or need, to keep hold of your hard copy masters, having a digital backup will provide you with peace of mind that, should the physical paperwork be damaged, the information would not be irretrievable to your business. Floods, fires or simple wear and tear can result in company-critical information being lost for good and can put your company in a precarious position. With no data, your team has little on which to base informed decisions and, if this is data that you need, by law, to keep, that could leave your business wide open to legal challenges. Having digital backups can help mitigate this and strengthen your business continuity strategy.

### Deep Archive:

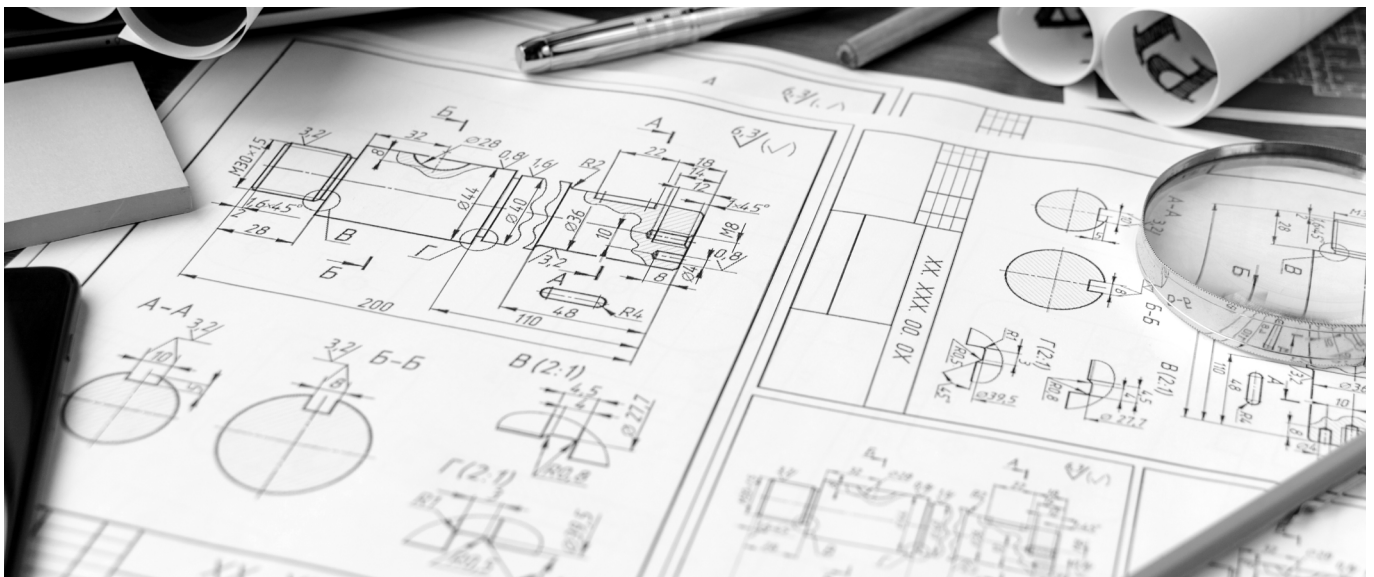
It can be frustrating being required, by law, to keep hold of documents that are no longer in use. Having a digital version of these documents will allow your company to comply with retention periods without the need to store physical files. You can easily access them using your Operating System or database search functionality on the rare occasion they are needed.

### GDPR compliance:

The introduction of the General Data Protection Regulation has made the retention of personal information increasingly challenging. Knowing the exact information your company holds on an individual is a must. If you keep records in numerous locations and your team is asked to provide all the information you have on a client (a Subject Access Request) or to delete details from your records, how would you be sure that you had tackled all relevant documents? With the digital search functionality, you and your team can quickly search your database for all mention of said client and comply promptly, safe in the knowledge that nothing has slipped through the gaps.

### Environmental Impact:

With environmental challenges becoming an increasing priority in recent years, 'going digital' is an opportunity for all companies to demonstrate their sustainability ethics and credentials. A reduction in paper, and emissions if you need to transport data between storage facilities and offices, would make your company more eco-friendly. Even your current paperwork can be securely destroyed and recycle once digitized.





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Part of Allan Webb Ltd



To find out how our secure, quality-driven services can help your business to operate more efficiently and remotely, get in touch by emailing [sales@allanwebb.co.uk](mailto:sales@allanwebb.co.uk) or calling +44 (0) 1453 824581.

Alternatively, for more information on our services, check out our website [www.documentscanning.net](http://www.documentscanning.net)



## AllanWebb

For 60 years, Allan Webb has been delivering unrivalled support solutions to our clients. We help you take back control, reduce costs, improve productivity and ensure that the right equipment and parts are right where you need them by using data intelligence.

From support engineering and training services, through to comprehensive obsolescence management, Allan Webb can support you to reduce whole life cost, increase operational availability and to deliver a seamless support solution. Security and quality are at the core of everything we do, and we're committed to providing the right service the first time, on time.

[www.allanwebb.co.uk](http://www.allanwebb.co.uk)

