

CASE STUDY

ADEC Document Scanning Solution for a Local Government Council

PROJECT	LOCAL COUNCIL DOCUMENT SCANNING PROJECT
CLIENT	CONFIDENTIAL
LOCATION	NEW SOUTH WALES, AUSTRALIA
INDUSTRY	GOVERNMENT
SERVICES	DOCUMENT SCANNING

THE CHALLENGE

Our client is one of the local councils in Sydney. The requirement was to scan various Development Applications and Personnel files. ADEC was assigned to complete this project and the major concern from the client was security and timeframe.

OUR SOLUTION

ADEC collected and shipped all files to our secure facility in Frenchs Forest. All boxes were barcoded in order to track the progress and location of boxes and the number range logged for each box.

The files were prepared for scanning, all staples, paper clips were removed and separator sheets inserted between each file to create a separate PDF document. The files were then scanned using a high speed scanner with an image quality of 300 DPI which was the requested resolution.

For the Development Applications, one index per application was done as per client request. All indexing files underwent a triple key indexing process to ensure 100% accuracy on all data extracted.

A secure 24/7 scan on demand was also provided should the council require access to a particular file immediately. ADEC processed these requests within 2 hours from the time of request.

THE ADEC INNOVATIONS ADVANTAGE

ADEC is one of the largest bureaus in Australia with over 25 years of industry experience. We are a leading provider of document and data management outsourced services in the Australian market. Our NSW facility has the capacity to scan over 400,000 images every day.

Documents and records are a key part of the efficient management of any organisation, yet the work needed to maintain them is not always regarded as a core activity. We specialise in providing a vast array of document outsourcing services, including specialised scanning solutions based on industry sector. ADEC has expertise in providing document management solutions to Healthcare, Government, Education, Mining and Corporate sectors.

We also provide a vast range of customised document outsourcing services for companies seeking new ways to achieve higher performance by reducing costs. With our industry experience, there is not a solution that ADEC Preview wouldn't be able to provide to fulfil your digitisation requirements.

Deliverables and Results

- Project successfully delivered on time with a 100% accuracy level.
- In total, ADEC scanned about 528,000 images for Development Applications and 247,000 images for Personnel Files.

Client Testimonial

"ADEC delivered the project on schedule. We had absolutely no issues, top quality service from a highly professional company."