A well-known Law Firm: Effecient digital document processing with Xerox and ScanFlowStore

ScanFlowStore®
with *InterActive client*

xerox

Platinum
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Profile

Organizations in the legal industry are constantly trying to improve customer service, bring down their costs, improve productivity and protect case information. An important factor in pursuing these goals is the transformation of paper based document workflows into digital workflows. As a result, scanning has emerged as a critical business process for law firms and PDF/A has been adopted as the file format of choice, for filing and archiving.

Benefits at a glance

- Once ScanFlowStore was implemented, more and more cases were run electronically – saved directly to case numbers. A partner of the law firm explains. "We enter the current case number on the Xerox machine that scans the document, and then the software ensures that the document is saved as a searchable PDF file directly to the right case."

- "The system is unbelievably precise, and the scanning is efficient and extremely accurate. Now we always have the document for the case available, and we can cut and paste directly from the searchable PDF files and into new Word documents if we need to. We also have all case documents available at all times no matter where we are or what the time is. As a result, both the company's branch offices and employees who are travelling can easily go in and read the documents as they can always be accessed on the internet."

- A partner of the law firm explains that they are very satisfied with Xerox as their supplier of both Xerox machines and ScanFlowStore, and that the law firm has made major savings compared to the previous solution. "We haven't really looked to see what savings we've made in that respect, but we're certainly doing things faster and saving time."

The challenge

The requirement for searchable PDF files and the importance of having all case documents available in digital format was just one of the key factors that this Law firm to choose ScanFlowStore.

This law firm has used Xerox machines for many years now, and as part of the process of digital document processing, the law firm needed to digitalise the company's documents in a fast, professional and efficient way. "During the process we discovered that we could digitalise our documents and save them as searchable PDF files," sayd one of the lawyers. "That meant we could gather everything to do with the case in question under the designated case number and always have easy access to all the documents."

The manual archiving system that the law firm used to follow meant that it took a great deal of time to find what people were looking for in the case papers, and that the necessary documents were not always where they should be when the next person needed them.

The documents are scanned quickly and saved as searchable PDF files directly under the correct case number.

Full functionality right from the start

ScanFlowStore was installed in autumn 2009, and one of the lawyers explains that the process before the decision was made included a meeting with the supplier of Xerox machines and ScanFlowStore, and with a supplier of a case/client systems for time and document intensive environments such as law firms. "We wanted to make sure that the systems worked together perfectly, something that was confirmed by the Xerox supplier and the supplier of

the casemanagment software. And so we ordered ScanFlowStore, which we've now had for about a year. We can only confirm that everything has worked as intended and that the documents are fully searchable with a full cut and paste function."

Facts about ScanFlowStore

Digital archiving with ScanFlowStore is as easy as photocopying. With just one press of a button, Xerox WorkCentrePro creates a digital copy which is saved directly in a Windows folder. You can select where the document is to be saved yourself, and ScanFlowStore then ensures that the document is saved in the right place as a fully searchable PDF file. This means you can easily find the document again and you can search directly for any word or expression in the document. ScanFlowStore is extremely simple and user-friendly; it is installed on a server and the software then runs in the background without the user requiring any special training. ScanFlowStore saves you both time and money.