

While many organizations have taken advantage of the benefits that computer networks offer, between 85% and 90% of corporate information is not accessible through these networks because it still resides in paper documents. Inherent in these paper-based systems are wasted man hours spent filing, searching, retrieving, and re-filing these documents. In a business environment where organizations are looking for ways to cut costs and increase productivity, antiquated paper filing systems need to be replaced with a document imaging system. When information is freed from the physical limitations of paper, and converted into an electronic document, it becomes a strategic resource. The time saved retrieving electronic documents is enormous. The cost of ignoring this problem can literally be hundreds of thousands of dollars that could otherwise go directly to the company's bottom line.

problems of a paper-based system:

- The average document gets copied 19 times.
- 7.5% of all documents get lost, 3% of the remainder get misfiled.
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it.
- There are over 4 trillion paper documents in the U.S. alone — growing at a rate of 22% per year.
- 90% of corporate memory exists on paper.
- Of all the documents that get handled each day in the average office, 90% are merely shuffled.

Source: Coopers & Lybrand

analyzing the costs

It is an eye-opening experience when one analyzes the cost of a paper-based system. Studies have revealed that in a typical paper filing system, with a dedicated person pulling and filing, it takes six minutes on average to pull and re-file a document. Also, keep in mind the following:

- The average cost to fill and maintain a single 4 drawer file cabinet is over \$6,200 per year (including average cost of floor space).
- A typical worker spends an average of 150 hours per year looking for lost documents = \$2,524 for an employee earning \$35,000/year.

Assume that you receive 200 important paper documents daily for filing. 200 documents x 6 minutes each to file = 1,200 minutes daily / 60 minutes per hour = 20 hours x \$15 per hour (including SS and benefits) = \$300 per day x 260 days a year = **\$78,000 per year.**

And that is a best-case scenario, one in which we assume that the desired document is always located. However, in a paper-based filing system, documents often cannot be found. According to a study by Coopers & Lybrand, one out of every ten documents is a problem; sitting on someone's desk, misfiled, removed from the office, or simply requires more time to find. This dramatically increases the costs involved in using a paper filing system, and decreases the overall efficiency of the organization. With halFILE™, lost and misplaced documents are a thing of the past.

halFILE features:

Easy Scanning— Using the simple scanning controls, digitizing documents is quick and easy. halFILE supports image enhancement features* such as de-skewing, picking rectangles, zoom, rotate, and brightness and contrast controls. Duplex scanning can even be performed without a true duplex scanner. Optical Character Recognition (OCR) is supported.**

Automated Indexing— Barcode input is supported for the automatic extraction of unique index fields, allowing the capture of specific items from a controlled form. Additionally, halFILE can import an ASCII text file into database fields.

Document Import— Files from other applications (Word, Excel, PDF files, etc.) can be imported and managed, then viewed and edited with their native application. halFILE can also convert such files to images using our exclusive Print-to-halFILE feature, resulting in non-editable copies.

Quality Reports— Convert raw data into presentation reports with Crystal Reports™ software*. Compile information into various formats including graphs, tables and charts.

Flexible Output— Easily share data or images with others: print or fax copies of documents; e-mail images with annotations; publish to HTML; OCR partial or full text.

* Crystal Reports software is optional

** Requires third-party hardware & software

the cost of paper storage

One of the fundamental problems with a paper-based filing system is the cost of storing paper documents. In addition, paper documents can only be in one place at one time, requiring office personnel who need to share documents to typically make their own copies. According to Cooper & Lybrand, the average document gets copied 19 times, and usually these copies also get filed. All of this adds up to additional storage costs.

Using halFILE to convert paper documents into compact digital images allows you to store approximately 1.2 million images (equivalent to more than a hundred file drawers full of paper) on a 72GB hard drive costing a few hundred dollars.

immediate, multi-user access

In most organizations, numerous people need access to the same document. In a paper-based system, when a file is removed from the filing cabinet, work is interrupted for everyone else who needs access to that file.

This problem can be eliminated with halFILE. Allowing multiple users to access electronic documents at the same time makes information flow more freely. The benefit is straightforward: immediate access to documents results in higher office efficiency. The ability of halFILE to cut costs and increase productivity is simply unparalleled by any other cost reduction strategy.

more halFILE features:

Security— halFILE can limit access to documents through the use of specific passwords. Users may be restricted from accessing selected files, databases, or even certain actions, such as scanning, searching, or archiving.

Storage Options— Images and all other data can be archived to CD, DVD, or network hard drives. Backups can be easily stored off-site to insure fast disaster recovery.

Internet Access— e.halFILE™ (optional) allows databases to be accessed via the Internet using standard browsers. To support e-commerce applications, an option is available that adds secure credit card validation and billing to e.halFILE.

Achieve real productivity gains and cost reductions with halFILE:

save time—

- find documents in seconds, not hours
- lost & misplaced documents are eliminated

improve client service—

- fast response time to client requests
- deliver information via e-mail, Web, or disc

achieve compliance—

- easily produce records on demand for audits
- retain records as required by regulations

save money—

- paper consumption is reduced
- space used for paper filing & storage is reclaimed

improve security—

- control access to databases, documents, functions
- secure digital archiving of all data

customer quotes:

"We just completed a FHLB (Federal Home Loan Bank) audit, and as with all of our audits and exams involving loans, it was done using e.halFile. In our wrap-up, [the auditor] stated that our imaging system was the best, by far, of any imaging system he has ever worked on. He stated how user friendly it was, and how easy it was to locate the various documents."

Sandy McCarver, EVP/Chief of Loan Operations
Southern National Bank of Texas

"halFILE has made us much more efficient in several areas. We scan all loan packages, which has saved us time and improved turn around time to our lenders on Post Closing issues. We used to search several places for a file, now we never leave our desk. The integration with ProForm, for indexing, means no re-keying of information other than the order number. The possibilities for reducing paper storage costs are endless — we now use halFILE to store title policy reports and payroll records also."

Sandra Terrebonne, Southern Title, Inc., LA