

Naim – a case study



Managing documents. Simplify filing – get your documents managed!



The problem, a common one:

Archived boxes mounting up, taking up valuable room and growing all the time. No space for new workers, no space to move. External storage services, not as efficient and, given some recent high-profile fires, a risky strategy. Employees having to root through boxes of information in order to find something critical, only to find it has been mis-filed, lost or moved.

The impact:

Your customer is not happy with the speed you are taking to come back to them. Your staff are losing valuable time hunting down the files, getting stressed out that important documents are never in the right place when they need them. Your reputation and competitive edge is on the line here.

Meanwhile, filing cabinets are apparently now breeding, office space needs revising again and your off-site archive just keeps growing, as do the bills for the facility! Furthermore with your current approach, you can't rely on the validity and/or integrity around any of the stored documents that you have in various locations.

What you are working with may not be the most up-to-date or complete document. It may cost you dearly if other key documents are missing. The impact to your business could be a lost customer, a fine from the regulatory bodies that govern your sector or an even bigger bill from your auditors to help you assimilate your year-end information!

The cost, and how do you measure it?

This is something that Canotec can help you to understand.

Canotec offers a document audit service to look at your business processes in detail and give you a fair idea of just how much unnecessary cost you are incurring and the impact on your customers or your business efficiency.

For some firms it is not just the cost of dealing more efficiently and potentially profitably with their customers and suppliers that drives their cost justification but the threat of costly fines, especially if governed by regulatory bodies.

The fines and the fall-out to your business can be serious.

The answer:

In a space and time pressured business environment, Canotec can give you back both!

As a pioneering reseller and developer for Invu, the fastest growing electronic document management system in Europe, all your filing fears and frustrations can be quickly sorted, once and for all!

Invu is legally admissible in court; the product has been accredited by the ICAEW, SAP, SAGE, Customs & Excise and many more. With the software sitting on your server, and the documents retrievable quickly at your fingertips, there is no more need for off-site storage, no more need for searching through boxes and cabinets, no need to lose valuable time.

You can keyword search for a customer or client name, and instantly you will have access to any scanned documents, any e-mails sent to and from, any faxes, any correspondence created or received. That's progress, that's the power of Invu.

The example: Naim Audio Ltd

The benefit:

The Salisbury-based, world-class audio equipment manufacturer started a document management project with Canotec in March 2007.

Naim had a severe space issue, with archived boxes taking up key areas of space needed desperately for more staff. Retrieval was another key area as they needed to get their hands on valuable information instantly. With the current archiving structure, that was not possible.

Following an initial roll-out into IT and accounts to demonstrate the impact and return on investment, immediate benefits were seen by the business. Temporary staff were used to work on the back scanning/archive challenge, freeing up space and clearing this headache quickly and effectively. Their information was now secure, digital and retrievable.

Since March Naim has capitalised further on its initial investment, rolling out the solution company-wide in the drive for a more efficient, less-paper office.

The last word:

Jain Giles, IT manager, Naim Audio Ltd

"The problem of paper consuming space was one that would only get worse as time went on, and we needed a cost-effective, user-friendly, reliable and flexible system to contain the spread. Invu provided all of this and more. Superb indexing and speed of document retrieval have meant that our confidence in the product has been high from day one.

One department has managed to reduce their paper output by 98%, by sending documents directly to Invu. Already we are seeing a reduction in the number of filing cabinets, which has released valuable space, and we are preparing to use the system to store product and customer information reaching back more than 20 years. Rarely have I seen such rapid user acceptance of a new system, or one that yielded such instant results."

Naim, a healthier business after working with Canotec.