

Arena in Document Archiving



“Everything Arena promised to do has been delivered on time and within budget.”

Colleen Bosworth, Finance Administrator, Wabco

WABCO is a global leader in commercial vehicle braking, stability, suspension and transmission control systems that improve vehicle safety and operating costs.

When Colleen Bosworth, finance administrator at Wabco, needed to convert their document archive to electronic format and destroy the confidential paper copies, she asked three companies to pitch for the work.

She said: “Like most businesses, we have been through restructuring and don’t have spare capacity to handle major projects like this internally.

“My biggest concern was confidentiality. I went to see Arena to check out how and where the documents would be taken, stored, scanned and shredded. Everything was very methodical and professional.

“I met the person who would be handling our work and everyone was pleasant and organised.

“It was not a hard decision to go with Arena and everything they promised to do has been delivered on time and within budget. Arena people are very genuine and I thoroughly enjoyed working with them.”

Converting paper documents to electronic format can make them quicker and easier to access and use whilst also offering added security and protection from damage or loss.

Our Scanning Bureau Service

- Scanning of mono and colour documents such as invoices and client files
- Smaller documents such as tickets and receipts linked to expense claims
- Large documents such as A0 plans, either mono or colour
- Additionj of index data (eg; bar codes or other references) for quick and easy document retrieval.

Benefits to your business

Besides the obvious cost saving of significantly reducing your storage needs, wider business benefits include:

- Time saved looking for important documents
- Better working environments – more space, less filing cabinets
- Cleared office space to increase your workforce as your business

mstore



Microsoft
GOLD CERTIFIED
Partner

To find out how Arena can help you call **0844 863 8000** www.arenagroup.net



“Arena has proved as reliable and effective as the solutions they provided A would definitely recommend them.”

*Janice Taylor, Group Systems Manager,
Romero Insurance Brokers*



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Bolton BL1 4AP

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Lincolnshire NG31 6TH

EDM
The Knowle Shepley
Huddersfield HD8 8EA

Distribution and training centre
Unit D Lotherton Business Park
Lotherton Way Garforth
Leeds LS25 2HP

- No need to employ staff internally to carry out the scanning, we offer a speedy service for archive scanning at competitive prices
- Remove the risk of loss or damage to information kept only on paper
- Better systems and processes produce cost savings, reduce errors and wastage and create 'greener' ways of working.

How it works

1. Collect and scan

- We collect your files using our own fleet of vans, store them securely and complete the scanning at our site in order to minimise any disruption to your business.
- We provide a full end-to-end service including preparation of documents by removing fastenings, clips and staples.
- Blank page removal software means you only pay for the information you want.
- We offer an urgent retrieval service in case you need access to your files whilst we're working with them.

2. Supply electronic files

Arena supplies your documents to you in electronic format, most commonly PDF. These files can be passed to you in various different ways:

- DVD, with encryption for secure data transfer
- Electronic transfer for storage in your own copy of **mstore**
- Our Hosted Service – a secure online repository which allows you to store, search, view, share and print documents 24 hours a day, 7 days a week from anywhere with an internet connection.

3. Return or destroy

Once you have approved the electronic files we can shred the paper documents in our industrial shredder, or return them to you. Shredded documents are pulped and recycled in line with our environmental policy.

With this service you do not have to make any bulk capital outlay as we only charge as each stage of work is completed. Large archives can be tackled in stages or as regular collections to provide the conversion benefits with minimal impact on your cashflow.

mstore – software for document management

- *Our Hosted Service*

Mstore is Arena's own software to help businesses scan, organise, store, retrieve and process documents electronically. It easily integrates with bespoke and industry specific software including common packages for accounting, legal case management, HR, student records etc.

mstore is very flexible and highly configurable, it will mould around your business rather than you having to adapt to its methodologies. Because we are the software author we can be flexible on customisation and development to meet your needs.

