



## Polar Imaging Case Study:

<b>Client:</b>	Ellis Don
<b>Product/Service:</b>	Document Management Solution & Scanning Services
<b>Industry:</b>	Construction
<b>Usage:</b>	Accounts Payable Department

### Background

EllisDon, a large international construction management company headquartered in Southwestern Ontario, worked with Polar Imaging to assist with document scanning services and to implement an Enterprise Content Management (ECM) solution to help manage their accounts payable documents. With offices across Canada, the United States, and internationally, EllisDon has a need to exchange information with these offices as they work together to manage large construction projects.

Since the installation of the document management solution in August 2004, the company has recognized many benefits while improving manual processes in their accounts payable department. The document management solution has become an integral part of managing the efficiency and effectiveness within their accounts payable department.

### Situation

EllisDon manages in excess of \$1 billion of commercial, industrial, institutional, and civil construction projects worldwide each year. They maintain 12 international offices and have been using document management for a number of years; however, they

felt that their existing document management system was not as effective as it could have been. They found their old system difficult to use and their offices were unable to efficiently share information with ease. Lengthy retrieval times for critical documents caused unnecessary stress among employees and vendors. The unreliable system hindered the



company's ability to access their documents instantly, as too much time was wasted on searching, retrieving, and distributing documentation, particularly between offices.

### Solution

Polar Imaging, a London, Ontario document management and scanning services company, installed a document management solution for the corporation in 2004. The installation and training took only one day, and international offices had access to critical documents that same day!

EllisDon took advantage of Polar Imaging's [scanning services](#) to assist in scanning their hard copy paper documents. Documents that EllisDon receives are sent to Polar Imaging's secure conversion facility where documents are prepped, scanned and indexed via appropriate search criteria. As soon as the information is converted, Polar Imaging electronically delivers the scanned data via FTP to EllisDon's server where it is automatically loaded into their

document management solution, [PaperVision Enterprise](#) for instant retrieval.

With approximately 40 end users needing access to the system, Polar Imaging helped the company configure the document management system's web client, which allows instant access to critical documents from any workstation, at any time. Offices don't need to worry about time zones or office hours to get business information from the corporation location; they simply log into their document management system and the information is at their fingertips, the minute they need it.

### **Recognized Benefits**

EllisDon immediately realized benefits associated with less time spent on retrieving documentation and more time spent on critical tasks. One employee commented that they are now free to spend time on "critical tasks such as satisfying the customer's needs."

A representative from the company raves, "The system is very user-friendly. We are especially pleased with the ability to add notes directly to images and files, which helps us to manage and track activities and questions that occur during the course of the projects."

### **About Polar Imaging Inc.**

With over 30 years' experience, Polar Imaging is a leader in document management and scanning, delivering a broad spectrum of electronic content management solutions, fully customized to fit the needs of its customers. Polar Imaging also specializes in cloud backup and recovery, unlike any other provider in the region. Its unique services offer a customer experience that surpasses all others.

### **Core products and services:**

Document Management Services, Scanning Services, Business Workflow & Mailroom Automation, Cloud Backup and Recovery, Software as a Service (SaaS), Microfilm Equipment and Services, & Professional Services.



# **POLAR IMAGING INC.**

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