



## Polar Imaging Case Study:

<b>Client:</b>	Federal White Cement
<b>Product/Service:</b>	Document Management & Workflow Solutions
<b>Industry:</b>	Manufacturing
<b>Usage:</b>	Accounts Payable/ Receivable Departments

### Background

Federal White Cement (FWC) is a major manufacturer of white portland and masonry cements in North America with 70 employees. They have been located in Woodstock, Ontario since 1979.

The employees of FWC were spending a considerable amount of time traveling off-site to retrieve documents and, once finished with them, getting back in the car to re-file them. By installing a document management solution, [PaperVision® Enterprise](#), FWC was able to cut down the retrieval time from hours to mere seconds, while scanning their documents daily with [PaperVision® Capture](#) helped eliminate the need for additional onsite and off-site storage.

### Situation

FWC handles half a million Accounts Payable documents a year, and with documents dating back 15 years, employees were spending up to an hour driving to an off-site location to sift through the enormous amount of files, bringing them to the office and then returning to the offsite location to re-file them. The company produces approximately 300 banker boxes of documents each year, equalling over 1 million pieces of paper. With paper volumes continuing to rise, FWC was considering building an addition on

their current location as well as investing in off-site storage to handle the multitude of documents.

### Solution

Polar Imaging Inc, a London, Ontario based company worked with FWC to help customize a solution that would assist in eliminating manual paper pro-



cesses while improving efficiencies within their Accounts Payable department. Installation of the document management solution took only one day which included getting the users trained and FWC continues to receive consultation and support from Polar Imaging.

Documents are scanned in-house daily by FWC staff, using a high-speed document scanner, and the images and index information are automatically uploaded into the document management solution. The scanning process has been enhanced by gener-

“We don’t sell software,  
we sell solutions”.

ating barcodes of the AP documents which greatly helps with indexing the information, making everything searchable in the document management solution. The integration capability of the document management solution allows employees to access

documents, based on an invoice number, for retrieval with a keyboard shortcut right from their accounting software, ACCPAC. Employees benefit from document management capabilities without ever leaving ACCPAC. With the use of the system's version control, check in/check out, and audit trail tracking features, Federal White Cement ensures the confidentiality and security of critical business information.

### **Recognized Benefits**

The document management solution allows employees of Federal White Cement to reduce the time spent filing, retrieving and re-filing documents from hours to seconds. They are now able to search for documents with the click of a mouse. The match and merge function in [PaperVision® Capture](#) allows them to mirror their existing Accounts Payable database and eliminate costly keystrokes. Scanned documents are instantly loaded into the solution, allowing the end user to retrieve the information via a web-browser.

FWC estimates a cost-savings of at least \$8,000 per year. The company's Vice President of Finance and Administration states, "When we had to go offsite to retrieve and re-file documents, it took a couple

of hours of someone's time. Now it takes only seconds to retrieve a document, and there is no need to re-file it later."

When asked about the FWC system, Steve Todd with Polar Imaging commented, "We don't sell software, we sell solutions. We uncovered the needs of FWC and presented specific features with would benefit FWC and tailored the solution around their internal process. Cost and continued support were also favorable benefits."

### **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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