

CASE STUDY

ANTIPODES: DOCUMENT DIGITISATION

It has saved us space and therefore productivity. Our environment is a much more successful working space. ”



ANTIPODES®

THE COMPANY:

Antipodes New Zealand is a scientific, ‘green’ beauty company that uses pollution-free, results-driven, native ingredients to produce vegan and vegetarian skincare products. Antipodes has been in business for 15 years and has 40 staff members based in New Zealand, Australia, and the UK. They develop their products for the health and environment-conscious consumer who wants natural and organic ingredients combined with scientifically proven effectiveness.

THE CHALLENGE:

Antipodes were confronted with the challenge that many companies face – they had a large collection of historic physical Human Resource documentation that could not be disposed of due to the nature of the information held within. Legal requirements relating to the retention periods of employee files and contracts also dictated that most documents must be kept hold of. These files were fast filling up precious office space, and so to avoid being overcome with

documents, Antipodes were going to need a solution that not only involved removal of the files, but which still preserved the security, accessibility, and efficiency of having them archived within reach.

THE SOLUTION:

After working with TIMG for a number of years and having enjoyed the efficiencies that our destruction service offers, Antipodes approached their Account Manager – Rob Herriott, knowing that TIMG offered a range of complementary information management solutions. They were interested, not only in the ease of working with a company they knew and trusted but also in having one single provider that, in the words of Antipodes *People, Performance and Internal Regulations Manager* – *Kate Allan*, could take care of “all our paper needs, from archiving to destruction.”

A solution was born in the form of TIMG’s Digital Transformation service. This service involves the scanning of physical files to digital format and the subsequent provision of that data.

TIMG scanning case study for:

ANTIPODES



Talk to us to learn how TIMG understands and addresses your unique needs

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Options also exist, post-scanning, to have the physical files destroyed in our secure destruction facilities, returned to the customer by way of our high-security vehicles, or securely stored in our purpose-built records management facilities to be easily retrieved if ever required.

The specific solution developed for Antipodes involved the scanning of their files and their subsequent delivery on an encrypted USB for upload to their own systems. Antipodes also has the option in future to store and access their electronic data via TIMG's digital hosting platforms, if they so wish. Once the physical documents were scanned, they were stored onsite at TIMG premises for safekeeping in our secure warehouses. This strategy also allows Antipodes to keep pace with their international growth. As the company expands, global teams create more and more documentation, so to have everything digitised and remotely accessible worldwide is hugely beneficial.

THE PROCESS AND RESULT:

The files from Antipodes were not stored in any particular order. Transferring the files to TIMG gave Antipodes an opportunity to re-organise the files and align them with their database filing processes and practices. TIMG provided Antipodes with a template that allowed the files to be catalogued according to reference field, enabling organisation of their boxes of files but also highlighting which aspects of the data were

important to index during the scanning process.

Antipodes accessed TIMG's SAFE Records customer portal to easily request a 'collect and scan' once the boxes were organised and ready for collection. With a 'next day' pickup, the boxes were securely transported to the nearest TIMG imaging bureau where the scanning and indexing took place using our state of the art scanning equipment.

Antipodes files were processed to allow Optical Character Recognition. This process recognises the individual characters within the document thereby creating completely digital as well as searchable data. This hugely increases efficiency as a team member can perform a search for the information within the digitised documentation allowing the Optical Character Recognition [OCR] technology to seek out specific words or terms found in the formerly physical paper-based document.

High-level OCR scanning was completed in no more than a week, and the encrypted USB containing Antipodes data was delivered personally by their TIMG Account Manager while the original paper files were placed in our secure warehouses. The process was quick, easy and secure.

"It has saved us space and therefore productivity. Our environment is a much more successful working space" says Kate.

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THE INFORMATION MANAGEMENT GROUP