

Backfile (Historical) and Day-Forward Scanning – Why it is Important to begin NOW!

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The conversion from paper to digital is critical in business today to remain efficient and competitive. One key solution is to add a “Scanning” program. There are two major types of scanning services, the first is called Backfile (or Historical) Scanning and is usually considered a “project” where thousands or millions of pages require scanning and conversion. Backfile Scanning will eliminate the need for storage facilities that result in huge storage fees. However, unless you put a daily scanning solution in place, the files will pile up and once again you will be faced with a huge backlog of documents that need to be processed.

Day forward Scanning services are the follow up to Backfile projects; ongoing scanning services that keep backfile down. “Day Forward” scanning refers to digitizing documents that you’re currently working with as well as future documents as you generate or receive them. There are several compelling reasons to do this worth considering. The most obvious benefit to Day Forward scanning is that it eliminates the creation of a backfile. By scanning documents as you receive them, you eliminate the need to put those documents in long-term storage. Basically, what we’re talking about in this context is “nipping the problem in the bud”, which is highly aligned with lean manufacturing techniques by eliminating transportation, storage, and labor costs associated with moving them to another location, and then sorting, retrieving, and eventually purging them from your archives.

In this context, Day Forward scanning for documents creates a savings for your company over the entire lifecycle of the document. If they’re not physically archived, then an entire cost-chain is eliminated that keeps future costs low & prevents headaches. There’s another benefit to Day Forward scanning that’s even more compelling; the accessibility of the document in current operations. By digitizing documents as they’re generated, for example, manufacturers are able to integrate those documents into the production lifecycle so that a complete record for any particular part can follow it through the entire manufacturing process. If defects are found in sub-components or workers on the manufacturing floor need to reference details about the part, they can do so on the fly rather than requesting the documents from a repository.

For converting newly created documents to electronic form—both to streamline your workflow and to minimize future storage requirements and costs, call Onsite Management Group. OMG team members are Scanning experts, we can help you establish a convenient, cost-effective conversion process that integrates smoothly with your existing business processes and support your records retention schedule with clean up through a Backfile Scanning program that transitions into a Day Forward Imaging solution. Call us today at **1-800-207-4807** or e-mail: info@omgservices.com.