

Wilson Blanchard: People Not Paper

OVERVIEW

Bay Area Records was selected as Wilson Blanchard's digitization partner, scanning over 500 boxes of condominium records to improve document access, eliminate offsite storage costs, securely preserve files and reclaim office space across multiple offices.

ABOUT OUR CLIENT



An **Associa**® Company

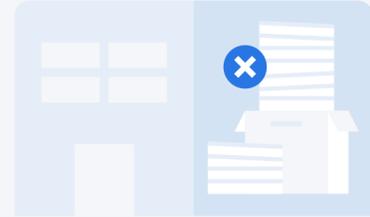
Wilson Blanchard is a full-service condominium management company with offices across the GTA, Golden Horseshoe, Niagara and Waterloo regions. They are one of the largest and most respected condo management firms in Canada and have provided services to condominium boards since 1995.

Proceed to next pages for case study

The Challenge

Wilson Blanchard found itself drowning in paper, with valuable corporate office space dedicated to the storage of paper files. As a full-service condominium management company with many clients, each condo unit has its own unique file of documents. If there is a sale or purchase of a unit, or any other significant changes to the unit, additional documents are created and filed.

Running Out of Office Space



In-house Digitization



Purchased High Volume Scanners



Hired Students to Upload Files



Costly



Slow Progress



Many Challenges

The Solution

Initially, Wilson Blanchard purchased software to manage their digital documents with a plan to transition to a paperless office. They purchased high volume scanners and hired students to upload the condo files from their largest office in Hamilton, Ontario. Progress was slow with many challenges. Within a year they decided they needed a trusted outsourced scanning partner.

Outsourced to Bay Area Records



Trusted Expertise



Custom Fit Solution



Close Collaboration



Secure Access



Seamless Workflow



Efficient



Project Management

Wilson Blanchard approached Bay Area Records, a Hamilton based digitization and records management expert to complete the work. Bay Area Records managed the project, in close collaboration with the Wilson Blanchard team and created a customized solution to mirror what the team had already completed in-house. Through daily updates, batches were prepared and uploaded to a secure FTP (File Transfer Protocol) site and Wilson Blanchard was able to easily download the digital files into their file sharing application. In the event of an urgent request for materials not yet scanned, Bay Area Records was able to retrieve files to provide a seamless workflow.

The Results

Wilson Blanchard had 500 boxes of historical files at an offsite storage facility with expensive monthly rental charges. Their document digitization project has enabled them to permanently close that storage facility with the peace of mind of knowing those files are preserved digitally in a file sharing application and will not degrade over time like stored paper records do. Bay Area Records also provides secure and confidential record shredding services for Wilson Blanchard including a best practice of providing a digital “Certificate of Destruction”.

The project was such a success that Wilson Blanchard expanded the scope of the project with Bay Area Records to include their Cambridge and Toronto offices, and recently added their St. Catharines office. Valuable office real estate has been freed up.



What's Next?

Wilson Blanchard sends newly created files and paper documents to Bay Area Records for scanning and uploading ensuring the Wilson Blanchard team has a comprehensive digital document management system.

10 M+

Digitized more than 10 Million Documents!



More Case Studies

Learn more about how our solutions and services have helped our clients.

LAFARGE

Improved processes related to managing over a half million delivery tickets annually.

AIR CANADA

Turn-key solution handles over 500,000 air waybills and 1.5 millions documents annually.

SALVATION ARMY

Integrated their ERP solution to centralize and automate invoice processing.

VOTORANTIM CIMENTOS

Improved processes related to storing and reproducing shipping waybills and tickets.

VITALAIRE

Eliminated manual processes for tracking, filing and retrieval of paper-based POD documents.

ONTARIO POWER GENERATION

Created a custom Accounts Payable Automation solution to manage over 110,000 invoices.

ROOTS OF EMPATHY

Survey capture and processing services for over 9,000 parents responding to the survey.

MIDWIVES' CLINIC OF EAST YORK-DON MILLS

Provided document scanning services and secure cloud hosting of digital Patient Records.

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ABOUT OCTACOM

Octacom is an enterprise software and services company focused on document and data management solutions. Founded in 1976 and headquartered in Richmond Hill, Ontario, Octacom specializes in document management and workflow automation software as well as document imaging services, and leverages its proprietary Odiss™ Document Management Software to provide a robust, secure and cost effective solution to clients globally across a wide range of industries.

ABOUT BAY AREA RECORDS

Bay Area Records is a division of Octacom, combining trusted records management, secure document storage, and shredding services with Octacom's expertise in digitization, automation and intelligent document management to deliver secure, compliant and efficient records management for clients in the Hamilton region.

