



INVU:

Dixons Contractors

Reduced paper consumption & audit compliance

Faced with an ISO9000 compliance audit and an ever increasing paper mountain, Dixons Contractors decided to take action.

“The ISO auditors were impressed with the Invu Document Management system, knowing that all our documents were stored securely.”

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Document Management

- Integration with EasyBuild -



Founded in 1973, Dixons Contractors, is one of Northern Ireland's leading Construction Companies.

The Challenge

Dixons Contractors has gained a reputation for quality workmanship and attention to detail. The 50 employees (13 office based) deal with up to 200 subcontractors for projects including school refurbishments, new build housing associations, leisure centres and, more recently, the new corporate facilities at Down Royal Racecourse.

Every project is viewed as a partnership, an approach that encourages the sharing of ideas/innovations from all members of the team

Dixons Contractors' had an ever increasing paper mountain. Each new project created additional documentation from project plans, building plans, invoices, minutes of meetings, HR documents and training records. In tandem with a review of the accounting package in use, a document management solution was considered. Dixons was also eager to reduce its carbon footprint and go greener in the office, recognising that a decline in printing and paper consumption would also reduce its costs.

Julie O'Hagan, Office Manager at Dixons explained, "We wanted to ensure that documents from each department were stored in one area, giving direct access to everyone. We were due to implement Easybuild - Invu Document Management was recommended because of the direct and simple integration between the two packages. We could see the benefits immediately. There was no need to look at another system." 15 Licences of Invu were purchased in 2009 together with integration with Easybuild.

Proud to partner with:



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Julie O'Hagan,
Office Manager

Solution Summary

- ▶ Reduced paper consumption
- ▶ Enhanced client service
- ▶ Compliance peace of mind
- ▶ EasyBuild integration
- ▶ Reduced storage requirements



Simple Integration Capabilities

Dixons now scans all invoices and proof of delivery slips - the information is automatically extracted to the Easybuild accounts package. Julie O'Hagan explained. "By scanning our invoices and POD's we have all the information in one system. Everything is always up to date. It also ensures there are no manual errors and all documents can be shredded, negating the need for filing cabinets."

Improved Compliance

Invu has made a real difference to client service. Julie continued, "We have all the information to hand - so when clients phone up with queries, they're not left on hold whilst we search the filing cabinets. Queries are settled immediately. A nice side effect is that this also reduces our phone bills. We've also seen internal benefits - as an organisation we encourage the sharing of ideas and innovations. Invu helps us by enabling us all to have instant access to more information."

Audit Compliance

All Dixon's key information is now stored within Invu Document Management's secure repository. Invu provides instant searching on both document attributes and full document content. All documents are encrypted and there is a full audit trail. This reduces the time required for all audits considerably, transforming a previously drawn-out process to a simple and straightforward procedure.

"Any new documents are created within Invu using the Microsoft Office add-in feature and then stored directly with Invu. Incoming paperwork such as invoices or post is scanned in and then shredded for recycling."

"We achieved ISO9000 compliance in 2009. So when the auditors arrived this year they were impressed with the Invu Document Management system, knowing that all our documents were stored securely. Each one had an audit trail and they were all legally admissible. Everything was in order; they could find any document quickly and easily - because of this we passed with flying colours."

Swift Adoption

Invu Document Management was implemented after the financial year-end to mitigate the risk of any down-time. Once the software was installed, employees could use it immediately. "Staff were cautious at first," commented Julie, "but Invu is so intuitive. It's similar to Microsoft Outlook and easy to use. Using Invu meant a new way of thinking but it took no time before we were all up and running. We could see the benefits to the company and to our own daily tasks."

Going Green

Since starting to scan all documents to Invu Dixons has seen a continual reduction in paper consumption. Storage issues have also been eased. Dixons has now started the process of bringing all older documents into Invu Document Management. Any redundant documents are shredded and recycled. Julie explained "Invu Document Management has allowed Dixons to become greener overnight. We no longer need to print documents. Any new documents are created within Invu using the Microsoft Office add-in feature and then stored directly with Invu. Incoming paperwork such as invoices or post is scanned in and then shredded for recycling. The efficiency savings add up and it's good to know we are saving the environment at the same time."

About Invu:

Invu develops both Electronic Document Management (eDM) and Accounts Payable (AP) software solutions for a range of sectors, particularly those which are highly document dependent or where compliance is important. Invu's comprehensive product suite encompasses document and content management, workflow, document automation and collaboration solutions.

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