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## BW Reprographics' technology manages, stores and retrieves data throughout the design/const. process

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Disaster recovery, space utilization, litigation, complex document control. These are only a few of the business issues that continue to challenge the real estate, design and construction industry as it strives to successfully manage all of the project components during construction. One of these project lifelines is the created documentation. With today's fast track environment and unanticipated real world issues the stakes can be high when you can't quickly get information to bidders or find a old engineering drawing or project correspondence that is needed for a perspective client opportunity. Where would you be if the support information in resolving a conflict was missing or took weeks to find and properly analyze.

To fully support this need for highly organized documentation from design, preconstruction, construction and post project development, most companies have established manual filing methods that they have used for many years. However as the continued use of paper has not subsided (as often predicted) firms are still grappling with growing files of both on-site paper and off-site file boxes in storage. While the advent of the computer, use of the internet and now the PDA has increased paperless electronic transmissions, one would think the reduction of paper would be ap-

parent. (As example count how many prints actually leave the printer from one email request) In today's environment of faster projects design teams based from scattered geography, and inconsistencies in company technology advancements, there is growing paper coming from all directions, necessitating a continued major role in company communications - in short - various firms continue to use hard copy in lieu of 21<sup>st</sup> Century technology.

In a previous article I discussed how advancing reprographic technologies are electronically capturing a significant portion of project documentation during the design and construction process. The use of email transmission, reprographic websites, and scan and post file management should be incorporated into your project cycle. Not only to electronically improve the flow of information between the design team and the bidding sub contractors, When managed properly, the web site can also be used at the end of the project as a "digital vault" safe guarding project information. For our clients a file management system is built on the web that is both virtually accessible and will provide a documented chronology of all of the drawings, specifications, and shop drawings

Today's topic addresses all of the other hard copy documentation that either exists within the walls of file cabinets, or in an old storeroom filled with drawings. To address your firm's documentation that has been generated throughout the design/construction process, BW Reprographics has developed and tailored technology to effectively manage, store and retrieve electronic data for safety, storage and long term quick retrieval benefits and

cost savings. Let's begin with document scanning.

### What is Document Scanning?

Document Scanning is the process of using document imaging software and high-speed document scanners to convert an image on paper to a digital picture. These electronic images can then be indexed and stored in a Document Storage System which gives our clients the ability to search through millions of documents in a matter of moments.

Massive amounts of stored documents are scanned & imaged by for easy access on any pc, media or the web. In detail, we take your documents, prep them for scanning, scan them and index the digitized image to our client's specifications and needs. There are two major types of formats for digital document storage. Those are Tiff and PDF. Each one of these formats work with 99% of the document management software on the market today. BW Reprographics LLC scan paper sizes from 8 1/2 x 11 to 36 x unlimited length.

### Enterprise Level Solutions

To achieve the greatest advantage and cost saving from a scanning to archival convergence, BW Reprographics LLC is leading its client towards an enterprise level solution. We establish project level programs with members of a client's team to establish an internal work flow of documentation, recommending either on-site or off-site scanning services. All data, both electronic and hard copy is then compiled, scanned and indexed, registering into an enterprise level document management system. This will provide for advantages such as optical character recognition, global corporate access and real time scan to retrieval.

The world today dictates the need for momentary back ups and electronic storage As a result of 9/11, and the potential for lost data, companies must evaluate the benefit of establishing digital replications of their hard copy information that can be safely stored and immediately retrieved with assured accuracy and on a virtual basis. Many of our clients have taken action and implemented a document conversion strategy that includes the scanning of their hard copy documents. From tax documents, to correspondences, leases, and/or building As-builts, there consistent goal has been to gain real estate, reduce paper, retrieve information in real time, and improve workflows throughout their organization i. The applications for scanning while highly beneficial requires a committed effort to achieve the aforementioned results.

Our firm have been fortunate to assist companies locally for simple scanning such as converting a room of old drawings to a disc, to servicing Nationally based members of our industry whom are at various stages utilizing day forward scanning services establishing..real-time..access..of..business..information. Our objective for our changing industry is, as follows...

BW Reprographics is committed to investigate, review, and implement the best document communications systems and conversion/output services available. Our managed result will enhance a client's ability to most cost effectively communicate its core business information both internally and with its customers.

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