



Insurance Agency Finds Solution To Manage Paperwork

The Olson Group



*"We work with thousands of pieces of information, it
(paperwork) was a huge issue for us."*

[See back to find out why.]

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Active Data Systems (ADS) is a Sioux Falls, SD based corporation that provides document imaging solutions for government and businesses in a six state area. ADS has been delivering and supporting document imaging consultation, products and services since 1982.

Find out more at www.activedatasystems.com

Olson and Associates, an Independent Insurance Agency in Sioux Falls, South Dakota servicing accounts in a four state area, has found digital imaging and management to be one way. **“We work with thousands of pieces of information, it was a huge issue for us,”** says Amy Olson-Miller for The Olson Group (Amy is currently with McKinneyOlson Insurance).

With a growing trend by insurance companies moving toward paperless operations Olson and Associates recognized they needed to make some changes. **Active Data Systems (ADS)** was there to help. **“We work with about twelve different insurance companies,”** says Olson-Miller, **“Many of them wanted to stop sending out the “dailies” and endorsements in hard copy and do it by computer.”**

Even with ten employees, Olson and Associates generates thousands of pieces of paper a month. ADS helped Olson find a solution utilizing a Canon Desktop Scanner integrated with the ScanFile Document Management System to scan, index, store and retrieve documents originated on hard copy. **“We began with transactional filing on the daily work, for that we have hard copy records, said Olson-Miller, “digital images are now considered legal copies of files.”** Very quickly Olson realized that their new method made it a lot easier to find things, rather than searching for files. Through their computer network everyone has access to the files. They have set up their system to allow employees to have access to everything or just the line that they handle. Olson-Miller commented, **“It’s nice that agents can quickly find their own files when they need them.”**

ScanFile is a professional document management solution which provides simple and speedy index, storage and retrieval facilities for scanned and electronic format documents. The design philosophy of ScanFile is ease of use - making all the functions required of a document management system readily available using a screen design that is intuitive. At the heart of ScanFile is the folder toolbox. All searching, scanning and editing can be carried out from the toolbox by selecting the option required and then using the

displayed tools at the foot of the toolbox.

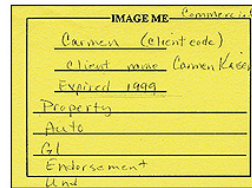


With certain records the agency is required to keep hard copy records. Searching for a specific document can be time consuming. The Olson Group has found ScanFile to be more efficient. Now it takes five minutes to search and retrieve, whereas before it could have taken hours.

Olson has noted with the thousands of documents they handle it's possible that one may get lost or misfiled. **“A bank may say, ‘We need proof of coverage for a particular period of time. Olson also noted that before they ‘imaged’ their documents’ if they lost their records in a fire or storm it would have been impossible to re-construct all of those records. Now Olson and Associates backs up all their data on digital tape and safely stores them in a fire-proof safe.**

Scanning and indexing is done by their receptionist, a task that takes about 3-4 hours a week for all their documents. Olson agents use ‘Image Me’ Sticky Note pads for describing how a file should be scanned and indexed.

The Canon DR-3020 (now replaced by the DR-6030C) is powerful, versatile, and reliable while being compact, simple, and economical. In today's increasingly crowded workplace, the DR-6030C is environmentally friendly. Compact and small, the sleek profile belies its extraordinary powers. Blazing scanning speeds of up to 86 images per minute, and



131 "front and back" checks per minute, mean accelerated throughput and reduced operating costs. Multiple scanning modes simplify even complex jobs. Presorting, rescanning, and frequent paper jams have been virtually eliminated.

Olson’s entire document management system fits on their receptionist/administrative assistant’s work station.

The best part of this business is when we can find a solution for a customer that will save them time, money and space,” said Active Data Systems President, Mark McClung.

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