

# LEADING PHARMACEUTICAL COMPANY



A leading pharmaceutical company headquartered in the Europe with annual sales of \$31.8 billion and 100,000 employees world-wide had a requirement to manage all legal records and key employee files & documents more efficiently and effectively. They turned to Imaging Solutions.

## FEATURES

- To provide immediate and secure access to the contents of their legal department relating to documents from more than 100 offices spanning in cities and countries.
- To secure for posterity all legal documents from both a compliance as well as a disaster recovery perspective.
- To develop a new way to provide legal documents and other information to external users immediately.
- Maintain, add and track documentation going in and out of a very busy legal department.

## IMPLEMENTATION

- ISPL put in a dedicated team to provide scanning and indexing services.
- The Implementation Team determined the database structure and the client access rules and procedures. The system would store and manage all existing paper, as well as standard office documents and all incoming correspondence be it fax or email - all in one centralised repository.
- As timeframes were tight, ISPL deployed extra resources and had the system configured, installed and tested within one week of receipt of the purchase order.

## ACHIEVEMENTS

- Today - all the backlog of paper has been digitized and is available on-line by all authorised users across the globe. The image warehouse is stored centrally with back-ups on self -running DVDs, replicated at two other locations. Therefore, in the event of a catastrophe, queries can be run off the DVD's without the need to setup any software. This meets the company's regulatory and internal compliance obligations.
- Since completion of the backlog scanning and indexing - there is no movement of paper into or out of the Legal Department making work more efficient and increasing security.
- The software is currently being extended to other departments.



Since 1991, Imaging Solutions Pvt. Ltd has been helping companies to capture and manage their corporate information using highly customised software solutions and services built around PowerFile - a state of the art Enterprise Content Management (ECM) framework. PowerFile provides a solution that spans the entire information management lifecycle, from capture and recognition to storage, archival, retrieval, viewing, workflow, dissemination and disposal. Our solutions combine business process management and content management to help reduce costs, increase operational efficiency and ensure regulatory compliance.

All the Intellectual Property is owned solely by Imaging Solutions Pvt. Ltd., and is the result of 15 years of continuous development and customisation at over 300 client installations in most market segments.... recent wins include HDFC Bank, Motorola, Glaxo, GE, Hughes, DLF, Unitech and IREO.