

Drowning Under Paper...

How recruitment consultancy Spring Personnel slashed paperwork by 90% using Fujitsu's desktop scanner, ScanSnap!

About Spring Personnel

Spring Personnel is one of the UK's leading recruitment and workforce management companies. They are part of the Spring Group who have more than 1,200 employees across 53 locations in the UK, Netherlands and Germany and who place over 4,000 individuals in permanent positions per year and has over 7,500 contract and temporary professionals working for its clients every day.

Getting to the Source of the Problem

Staff at Spring Personnel's Chiswick branch deal with hundreds of CVs, job descriptions, memos, timesheets, business cards and invoices per week. As one of the leading recruitment companies in the area, Spring Personnel has more than 400 clients and 150 candidates locally on its books at any one time. It needed to find a way of simplifying and speeding up its administration process so that its consultants could concentrate on its core business of matching employees to employers.

Lucy Taylor, Branch Co-ordinator at Spring Personnel, explains: "The recruitment industry is notorious for its high level of administration. Every day we receive a huge amount of information from a variety of different sources - clients, candidates and suppliers. All this needs to be filed away, so the whole team can find information easily. Then, at the end of the week, we have to fax or post timesheets to all of our candidates, so that we can arrange invoicing and payment."

Spring Personnel decided to re-vamp their system, so that CVs, job descriptions and other documents could be stored on the network.

Lucy continues: "We needed to find a scanner that would quickly and easily convert paper-based documents into electronic files. Most of our desks have a PC, printers and a stack of filing trays, so we needed a solution that wouldn't take up too much space. We also have a steady stream of clients and candidates visiting the office, so our environment has to be smart."

Instant Results

Installing the scanner took just a few minutes – and the benefits of using the device were visible almost as quickly.

Lucy said: "The Fujitsu ScanSnap! really changed our lives – at least our working lives! At a rough estimate, I'd say that it has managed to cut down the level of paper filed in the office by 90 per cent. Instead of spending hours sorting through documents and then filing the information or passing it to colleagues to deal with, we can scan documents into PDF format and store them into on our central system within seconds.

"At the end of the week, instead of faxing out timesheets to all our candidates – or worse still, posting them, now we simply email them. This is so much quicker and it

means we have a record of our activity too, which can come in very useful if there are any queries.”

One of the key criteria in selecting a desktop scanner was the inclusion of a duplex function.

Lucy continued: “The majority of documents we deal with are double sided, such as contracts that have terms and conditions on the reverse, or business cards. Before we got an electronic system – we would have to painstakingly type contact details from business cards onto a central database. Now we can easily scan them in and save them on the system so that all staff in the office can easily find the information.”

Lucy concludes: “I highly recommend Fujitsu’s ScanSnap! – it’s slashed our admin time, speeded up processes, is easy to use and very compact. Put simply, we don’t feel as if we’re drowning in paper any more – not bad for a couple of seconds a day. ”

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