

Fuji Xerox Establishes Dedicated Imaging Centre for World's Largest Diversified Resources Company to Preserve Valuable Records



With important records of up to 100 years old, this diversified natural resources company needed a solution to preserve these valuable resources and make them accessible to its global offices. Fuji Xerox established a dedicated imaging centre capable of digitising huge volume of documents and facilitating access to these information in a centralised and secure document management system.

Background

As a leading global company with over 100 locations around the world, this organisation is the world's largest diversified resources company, with a predominant focus in mining and exploration services.

This company specialises in creating long term value through the exploration and conversion of natural resources, as well as providing innovative customer and market-focused solutions.

The Challenge

A core aspect of the business is the discovery and development of natural resources around the world, this in turn involves the recording of critical information regularly.

Sound simple enough? The challenge however, is that the recording and retention of this data has been taking place for up to the last 100 years. With most records being held in hard copy and being scattered throughout the offices globally, this created a serious

barrier to allowing staff access to the important and valuable geosciences resources in the form of notebooks, photographs, maps and physical documents. In short it greatly under-utilised the collection of information crucial to its business.

The answer may seem obvious. The company needed to consolidate and leverage the value of all this valuable and disparate data, but where to begin doing so?

The management team decided to implement a central knowledge base of digitized information from their old records. With a strong track record in imaging and document management services, Fuji Xerox was chosen to pioneer this movement.

Fuji Xerox then worked closely in consultation with the project team to provide a solution that catered towards the unique needs of this corporation and one that could help them overcome the scale of the challenge being faced.

Preserving valuable resources

Enabling knowledge sharing around the globe

Fuji Xerox Imaging Centre

Right from the outset, Fuji Xerox recognised the complexity of the required solution both in terms of the sheer volume of documents to be digitized and the significant variance that existed in the types of documents to be digitized which included notebooks, large scale maps to A0 size and even books.

With these complex challenges in mind, Fuji Xerox established, implemented and today operates a dedicated imaging centre in Singapore for this leading diversified resources company, with the objective of digitising close to 7,500 cartons of documents within two years. Records from all the client's global offices are transported to this centre for digitisation and secure storage.

Together with one of its consultation partners, Latize, Fuji Xerox developed a comprehensive end-to-end process governing how the imaging centre operates from the initial arrival of the boxes to the classifying of documents, ensuring that every single record would be captured and restored in its original format. This process enables the ability to track, manage and index the digitised records, as well as ensure there are robust process flows in the centre.

The Fuji Xerox Imaging Centre is operated by specialised Fuji Xerox personnel and is capable of capturing documents ranging from standard A4-size documents, books in various shapes and sizes, to A0-size maps, utilising the best in industry imaging and capture technologies.

The Results

The establishment of the Fuji Xerox Imaging Centre will enable the 7,500 cartons of records to be digitised and indexed professionally using the best imaging and document management technologies within 2 years.

The indexing of the digitised records in the imaging centre also ensures that all scanned materials can be easily searched and retrieved by all staff using keyword searches.

The implementation of the large scale imaging centre offered by Fuji Xerox Singapore is based on industry best practices and has been instrumental to the success of this document imaging project.

With its strong track record in imaging and document management services, Fuji Xerox worked hand-in-hand with this leading diversified resources company to provide a world-class solution that specifically meets the company's needs, giving them the assurance and confidence to continue working with Fuji Xerox.

With specialised and highly trained personnel managing the imaging centre, the company can focus on its core business of exploration and discovery of resources. Through the outsourcing of these backend operations to Fuji Xerox, the company is able to achieve its main objective of sharing vital knowledge among its global offices irrespective of geographical location.

Case Study Snapshot

The Challenge

- Company possesses hardcopy records of up to 100 years old
- Records are in the forms of notebooks, photographs, large-scale maps and physical documents that required specialised imaging technologies
- Global offices were not able to gain access to these valuable and important resources as they were scattered around the world in hardcopy records

The Solution

- Established a Fuji Xerox Imaging Centre to digitise these valuable resources
- Together with its partner, Latize, Fuji Xerox came up with a comprehensive process to operate the imaging centre
- Imaging centre is equipped with best-in-industry technologies such as a map scanner

The Results

- Documents ranging from standard A4-size to A0-size maps can be scanned in the imaging centre
- Staff can easily search and retrieve digitised records due to indexing of metadata after scanning
- Key objective of sharing knowledge among global offices can now be achieved through this collaboration with Fuji Xerox

About Fuji Xerox Singapore. Established in 1965, Fuji Xerox Singapore is the country's leading provider of new class document solutions. We offer an unparalleled portfolio of document technologies, services, software, supplies and document-centric outsourcing. Supported by an unrivalled team of industry leading professionals, we are committed to help our customers achieve increased productivity and process efficiency gains through innovative document solutions, while meeting their sustainability objectives and reducing costs.

For more information on how we help mining companies, visit www.fujixerox.com.sg or call us at 6766 8888.