



## Case Study - Acton Mobile Industries

### **Introduction:**

Acton Mobile Industries has been servicing the mobile office and modular building industry since 1970. With offices in 12 states they provide temporary space for construction sites, schools and labs in a variety of sizes and for varying lengths of time. They recently began a process of transferring regional administrative functions to their headquarters in Baltimore, Maryland. This meant they needed to get the contracts associated with their unit rentals moved from regional offices, including an office in far west suburban Chicago, to Baltimore. With 20 file cabinets filled with over 6,500 contracts, they had quite a task at hand. On top of consolidating office functions, Acton has been growing rapidly so they wanted a solution to handle increased transaction load without additional personnel.

### **Solution:**

Judy Laudenklos, Director of IT at Acton decided on a document management application that could store the contracts and make them available as necessary back out to the regional offices. Acton chose Choice Technologies of Hunt Valley, Maryland who recommended and implemented WebDocumentz by Tampa Bay Systems, an easy to use yet powerful web based document management application. Acton also decided to scan the contract documents and based on Choice Technologies recommendation, they chose Millennium Group, a document imaging service bureau.

Millennia Group was brought in to scan the documents on-site at Acton's facility in Lily Lake Illinois. Millennia worked closely with Judy Laudenklos to design a process that would result in optimal scanning results with a high level of index data at a cost that would approach traditional shipping costs. First Millennia inspected the documents and discussed the required index data. It was quickly determined that Acton's accounting application could create a data file that contained ample index data in a database format. A key piece of data was a unique Contract Number. The Contract Number was not only unique in the accounting system, but it was also included on the file folder in the file cabinet. Millennia recommended that a single contract cover sheet should be developed that contained a barcode for the Contract Number. That coversheet was placed on top of each set of documents in the contract folder during the prep stage. Detailed written instructions that permitted Acton to use its own internal resources for document prep and re-assembly were created.

Using a high speed Bell & Howell scanner (8080D), Millennia processed approximately 50,000 pages in 4 days. Millennia then converted all of the scanned images to Adobe Acrobat PDF format and created a data table that permitted a batch upload of all data directly into WebDocumentz. The data table combined the 4 required fields of information from the accounting system data file with the Contract Number taken from the document coversheet to provide robust search capabilities without the cost of keying in 4 index fields worth of data.

### **Result:**

The result is that both the corporate office and the regional office have instant access to over 6,500 contracts that helps Acton provide superior customer service. They can search by any of the key index fields chosen and they can scan and add new contracts directly into Webdocumentz. Acton found that Millennia's flexibility was critical in forming a process that resulted in a cost that was well within budget.

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