

LANsultants Times

Vol3 No.11

215-546-3124

November 2001

PAPERLESS OFFICE IS NOW DO-ABLE!

Digitize Your Records

One of the longstanding promises of computerization has been the elimination of bulky and hard to locate paper records.

Three technologies that make this goal achievable are now within the financial means of small business.

What are these technologies?

- 1: Large capacity, low cost data storage
- 2: High volume, low cost scanners.
- 3: Database applications for quickly locating a stored document image.

Calculating Data Storage Requirements

The first step is to calculate the disk space requirements of the data your firm will be scanning.

Determine:

- a) The average number of case files generated annually.
- b) The average number of pages/case file.

$a * b =$ total # of pages generated annually.

The average size of an imaged

Con't column 2

page = 75 Kbytes.

$a * b * 75 =$ annual disk space requirements for storage in Kilobytes.

Double this to provide an adequate margin for error. Multiply by 4 to determine size of 4 years worth of storage.

We now have the formula:

$a * b * 75 * 2 * 4 =$ Four year storage requirements in Kilobytes.

Selecting Data Storage Hardware

Imaging your paper records and making them accessible from any workstation on your network will require more network disk space than is generally available on your server. The best solution is an external network storage device such as a Snap Server. Snap Servers are available in various capacities from 40 GB to 960 GB. Prices start at less than \$500 for a 40 GB server.

The higher-end models include RAID 1 and 5 options, hot swappable hard drives and rack mountable units.

Selecting a Scanner

The scanner requirements will vary with the volume of data to scan in. For limited requirements,

Con't column 3

a desktop scanner such as the HP 7450 may be adequate. High volumes of data may require one or more high-end Digital copier/scanner from Canon, Ricoh, Xerox or Mita.

Retrieving Stored Images

Many case management programs and sales support packages now offer assistance for Document Management. Document Management enables the user to quickly locate and retrieve the stored image.

This capability exists in Needles, Abacus, Time Matters, Act and many other programs.

Sales and case management programs cost between \$200 and \$1000 per user. Customization and training is additional.

Keep in mind that someone on your staff will need to operate the scanner, link each image to a client file and title the image. Depending upon the volume of documents to be imaged in a week, this can be a simple task or a full time position.

For the Thanksgiving Holiday, we will close at 3:00 on Wednesday and will be closed on Thursday and Friday, November 22nd & 23rd.

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