



Kepak Group automates HR scanning with PSI:Capture

Kepak Group

Kepak Group is a young, professional and dynamic business that has grown into one of Europe's leading food processing companies, employing over 2000 people in nine manufacturing facilities across Ireland and the UK. Kepak Group has a turnover in excess of €750 million with a sales presence in all major EU and international markets and an operations office in South America.

The Problem

With a large number of employees located at multiple locations it was becoming increasingly difficult to store, manage and locate HR files when needed. As these were all in paper format, they could not be easily transferred between sites or used by more than one person at a time. A document management system, based on Microsoft SharePoint, was implemented but they needed a quick and efficient way of digitising, indexing and exporting the documents into SharePoint.

The Solution

Having considered several suppliers, Kepak chose Datafinitivity who installed PSI:Capture to manage the scanning and indexing of the growing volume of HR files. Because index data was difficult to capture automatically from the varied documents, which in some cases included photographs and hand written information, Datafinitivity configured PSI:Capture to make use of data that already existed in their payroll and HR systems. Through a series of drop down menu options and database lookups, HR files are quickly indexed during the scanning process, converted into text-searchable PDFs and transferred into SharePoint automatically.

“We process a large volume of Personnel and Training documents for our employees throughout our various locations. Sharing these documents with all parties concerned in a timely manner and without documents being misplaced was a very manual and difficult task. PSI:Capture has enabled us to scan large volumes of documents into pre-defined structures in SharePoint, with the use of very simple drop-down menu options and links to our HR system, which identifies the correct employee and their basic site information. It has reduced the labour element considerably and is a very fast and accurate piece of software.” Aine Black, HR Manager, Kepak Group.



HR files and scanned by section using a Kodak desktop scanner



PSI:Capture uses Advanced Data Extraction (ADE) to locate employee reference number and retrieves index information from the Payroll and HR databases



Microsoft®
SharePoint™

HR documents are converted into full-text PDF and exported with search metadata to SharePoint 2010

Solution Components in Summary

Capture Software:	PSIGEN PSI:Capture Enterprise
Output Formats:	Text-searchable PDF and index metadata
Content Repository:	Microsoft SharePoint 2010
Scanners:	Kodak i2400 Desktop Scanners

About Datafinity Ltd

Datafinity delivers cost-effective, leading-edge document management and data capture solutions for companies that need to improve the efficiency of business and document processes within their organisation. By providing a combination of innovative market leading technologies and years of experience in document management solutions, Datafinity can help improve efficiency, save cost and enhance customer service whilst achieving a fast return on investment.

About PSIGEN Software, Inc.

PSIGEN is the innovative leader in advanced capture applications, and helps organisations convert content into managed digital assets. Their largest customers include service providers, business process outsourcers, and major corporations with significant customer concentrations in financial services, healthcare, manufacturing and retail.

