

Man Group Plc

The Man Group is a global investment company. There are over 1700 employees spread across international offices in EMEA, USA and Asia Pac.

Document & Records Management, Document Capture and Physical Records Management with SharePoint

The Problem

With two London sites, the business was looking to consolidate its operations in the UK and cut costs with a move to a brand new London location. One of the major challenges facing Man was processing the enormous volumes of paper documents. Whilst moving offices and coupled with the acquisition of a major hedge fund (i.e. GLG Partners), the business was managing more than 170,000 paper documents manually.

Man already had earlier versions of Microsoft SharePoint but recognised that a move to the latest version of SharePoint would offer true enterprise-class document and record management capabilities needed to meet their business requirements. Following a tender process for an enterprise-class Electronic Document and Records Management (EDRM) solution encompassing integrated document capture, Man approached Deltascheme to implement their project.

Deltascheme was chosen because of its reputation as a leading SharePoint consultancy, knowledge and proven experience of Enterprise Content Management (ECM), and Business Process Management (BPM) solutions.

The Solution

The Deltascheme EDRM solution for Man is unique in the market place as it brings together in a single platform production scanning, ad-hoc scanning and physical records management.

Production Scanning

To enable production scanning at Man, Deltascheme implemented Kofax Capture integrated with SharePoint. This provided the mechanism to enable Kofax Capture based workstations to scan the 170 000 paper documents, index them and subsequently release the scanned documents into appropriate SharePoint libraries.

Ad hoc Scanning

To provide on-going ad-hoc document capture and scanning to SharePoint, Deltascheme's Swift-Scan product was deployed. This solution provides integrated scanning for SharePoint users using Multi-Functional Devices or scanners without ever having to leave the SharePoint interface.



Physical Records Management

Finally, the Deltascheme solution also integrated FileTrack, a physical records management system, with SharePoint. From within SharePoint, users can link electronic documents to their physical equivalent, perform a search for physical files and directly access an item in FileTrack to request retrieval.

Benefits

- Major costs savings as a result of reduced storage and optimised records management.
- Significant efficiency gains from making full use of Microsoft Office and its integration with SharePoint.

“Deltascheme's in-depth knowledge of document and records management in SharePoint has resulted in a very successful SharePoint implementation for Man Group. I have been very happy with Deltascheme as a Systems Integrator and a SharePoint technology partner.”

Ian Smith, Corporate IT Director, Man Group

About Deltascheme

Deltascheme is a leading provider of business and technical consultancy for Electronic Content Management and Business Process Management solutions based on Microsoft technologies.

Established in 1986, Deltascheme have consistently delivered best-of-breed technologies and proven solutions in answer to the growing business needs of their customers. To find out more about Deltascheme go online to:

www.deltascheme.com.