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## Case Study: RCSI

Putting in place a digital repository of payroll documentation

Document Scanning & Data Capture Solution



Glenbeigh Records Management have deployed a number of Opex Falcon Document Scanning Workstations in our document scanning bureau in Dublin 15.

# RCSI

## Case Study

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# 01

## Customer Background



**R**oyal College of Surgeons in Ireland (RCSI) was established in 1784 to set and support professional standards for surgical training and practice in Ireland. Today, RCSI are an innovative, world-leading international health sciences university and

research institution offering education and training at Undergraduate, Postgraduate and Professional level. Faculties at RCSI include Medicine and Health Sciences, Nursery and Midwifery, Sports and Exercise Medicines, Dentistry, and Radiology.



# 02

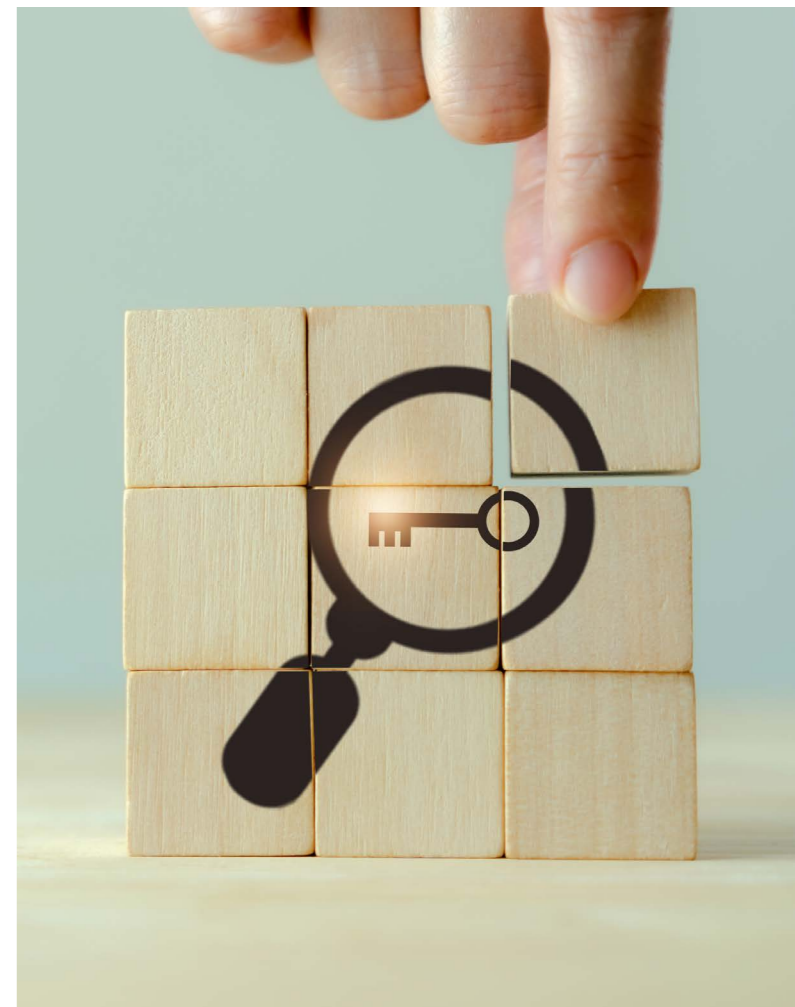
## Background to Project



RCSI retain records of confidential employee details and payroll information in order to comply with employment legislation. To manage this information and their ongoing payroll needs, RCSI adopted a payroll software package. This technology has enabled the RCSI team to efficiently manage their payroll requirements while ensuring data security and compliance.

Records created prior to the roll out of the new software were physically created and stored onsite. These records occupied valuable space and if a request was made to access these records, either by an employee, past or present, or a statutory body, it was a time-consuming process to search and identify the requested records, resulting in additional costs for the organisation.

With a growing need to free up space in the storage area and make access to these physical files more efficient, RCSI set about to create a digital copy of the records that would negate the need to physically store the hardcopy records.



# 03

## Solution



The solution proposed by Glenbeigh Records Management (GRM) involved the files being barcoded, indexed and boxed onsite at RCSI before being collected for scanning offsite within our scanning bureau. By logging each file, it could be tracked through the GRM scanning workflow. This also assisted in verifying a digital copy existed at the end of the project. This preparatory work ensured a cost-effective scanning solution. The proposed solution also included the technical specifications for the scanned files that met RCSI's requirements.

When the boxes of files were ready to be sent to GRM, a secure collection was scheduled and carried out by our logistics team. The boxes were securely stored within our document storage facility and brought to our scanning bureau on a piecemeal basis for processing by our specialist operatives utilising Opex Falcon scanners. These universal document scanning workstations allow files to be prepped, scanned and indexed at the one workstation.

GRM have deployed the Kofax TotalAgility® platform to automate digital workflows and the agreed profile for the RCSI project was built on the platform to create the output files required. These workflows include creating the digital files as per the specification required, processing them through optical character recognition (OCR) software to make the text searchable, and automatically indexing them as per the database provided. The index included a file description of each file.

The digital files then underwent quality control and when passed they were securely transferred to authorised members of the RCSI team using our secure transfer portal. RCSI uploaded the digital files to SharePoint, which was their platform of choice for digital file storage. Utilising the search function on SharePoint and the file indexes, RCSI were quickly able to find the files they were looking for.

To complete the project, RCSI signed off on the destruction of the physical payroll files and GRM facilitated the secure certified shredding of the files.

# 04

## Benefits



By partnering with GRM on this project, RCSI has successfully freed up the valuable office space and modernised their approach to managing legacy payroll files by creating a digital repository. Having digital copies as opposed to physical means RCSI can efficiently find information quicker, seamlessly work on the files remotely, and easily manage the deletion of files when their document retention period is up. These benefits have not only saved RCSI time but significant costs too.

*“GRM made the whole procedure of having our files removed, scanned and destroyed a transparent, seamless and easy process. From start to finish they assisted us in a very professional and prompt manner. I would highly recommend GRM as a solution to the digitisation of both your historic and current filing.”*

Angela Malone  
**Payroll Manager**

If you have physical records that need to be incorporated into a digital workflow, GRM is here to assist with your digital transformation. We provide an initial, no obligation free consultation, followed by a detailed proposal.



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