

## BMH Construction Ltd.

### Summary

Preparing to relocate to new larger premises to cope with business expansion, BMH Construction was looking to move away from an ever increasing number of paper filing cabinets to an electronic document management system.

### About the client

Founded in 1976, BMH Construction is based in Bedford and specialises in designing and building residential and commercial properties, as well as nursing homes, industrial units, offices and schools. In addition to private sector projects, BMH works with Local Authorities, Housing Associations, and also undertakes refurbishment, maintenance and modernisation projects.

### The Problem

In addition to wanting to cut down on the space taken up by paper filing cabinets in the new offices, the main requirement was to capture documents received by post, fax & email so that all appropriate staff could quickly find, view and communicate them. This was particularly important for the building project files which also contain AutoCAD drawings.

### The Solution

BMH has installed a 35 user FILEstream Document Management system supplied by Panasonic Copier Division. The post is scanned using a Panasonic KV-S6055W scanner and other documents are scanned using networked DP4520 and DP6020 multifunction copier /printer / scanners. The company has recently installed the FILEstream Document Management Web Module giving authorised users access to documents while they are away from the office.

### The Benefits

The directors of BMH list the following as the main benefits of installing FILEstream Document Management:-

- Considerable space has been saved because filing cabinets are no longer required to house files within the customer's offices.
- Documents are retrieved more quickly and with greater accuracy.
- Documents can be sent to customers or internally quickly.
- Documents are more secure and protected from disaster.
- More than one person can view the same document at the same time.