tab FUSIONRMS

How to Improve Access to Physical and Electronic Information Across Your Organization

If you have physical files taking up half a floor of office space, the records collection presented challenges common to most information-intensive environments. Not only do these collections occupy a significant amount of high-cost real estate, but it also creates lost time as workers searched in vain for checked-out files or sift through duplicates to identify original documents.

TAB FusionRMS works seamlessly with our customers existing land management system, helping them save significantly on implementation costs when compared to other vendors.

> "We were really impressed with the capabilities of TAB FusionRMS. What stood out for us was the robust search function, and in particular, the OCR capability"
>
> —A Satisfied Customer

Every organization wants to provide workers with fast, easy access to information. For a leading North American oil and natural gas exploration and production company, records play a significant role in daily operations and revenue generation.

For our customers, solving these problems would require a partner with three things:

1. Connect the correct records to the right employee
2. Management solutions to effectively improve access to information
3. A keen understanding of the energy sector in which they operate.

From there, FusionRMS took a sample collection of land records and digitized them based on the information that resulted from the working sessions. In some instances, a file was imaged to the document level, and in others only to the index level, where it made sense. Our customer started imaging in a way that enabled access to the information they needed – to the degree of granularity necessary. With the highly accurate OCR search tool, they are able to find what they need efficiently, saving time and money. The resulting digital deliverable was then uploaded into FusionRMS.

When that was complete, a training session was held with the key stakeholders, including lease analysts, division order analysts, land staff, and records coordinators. The focus was on having them search, find, route, and append information. Based on the input from training, further adjustments were performed to enhance search by adding keywords and wildcards.

By the end of this process, our customers had a sample collection where they wanted it, built for future search purposes and with a number of ways for workers to find information on demand.
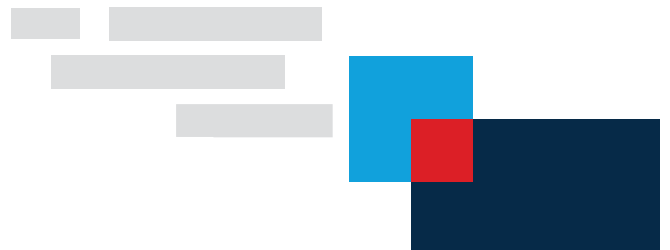
Digital Pinch Points

Fusion's consultative approach to our customer's needs helped them understand how exactly their information is being used and by whom. This allows FusionRMS to identify physical pinch points in existing workflows, as well as understanding the search criteria, imaging levels, and other details required for the solution.

Information Safety and Accessibility

The TAB process is designed specifically to protect information integrity and accessibility throughout the project. As a publicly traded organization, this was a "must-have" for our customer. "We had a couple of 'Oh my goodness…where is that file box?' moments during the transition, but we were able to look in the system, see where it was, and access it as we needed it. That was huge for us."

Creating Physical Space

Together with FusionRMS, existing file rooms can be rearranged to accommodate our customer's remaining physical collection in a much-reduced footprint but also laid out in a much more efficient manner. This not only saved significant floor space, but it also saved a significant amount of time to manage the finish of the new offices.

Rolling Out, Day Forward

FusionRMS work to digitize the balance of the North American oil and natural gas exploration collection. Every week they would pick up the next segment of the land records collection, prepare the documents, scan them, validate the information, initiate OCR processing, package up the deliverable and load it into FusionRMS. The same process is also used to capture day-forward documents.

Now, the team can track the physical location of files, find electronic versions, view audit trails and chain of custody information, as well as routing electronic information (like address updates and amendments) quickly and easily. In short, our customer now has easy access to information in a secure, traceable environment.

> "We were really impressed with the capabilities of FusionRMS. What stood out for us was the robust search function, and in particular, the OCR capability. The reality is that not everyone uses the same information when they are searching, and FusionRMS solved that problem for us."
>
> —A Satisfied Customer

At TAB, we are proud of our track record of successful client relationships, resulting in over 1,000,000,000 client records managed through FusionRMS.
We look forward to working with you!
Visit our website below.

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