

# The Synergy Group



**Vertical Market:**  
Human Resources

**Problem:**  
> Providing CVs and other paper-based candidate information to clients fast.

**Solution:**  
> eCopy ShareScan

**" Oftentimes it's the first firm to present a qualified candidate that gets the placement. It all boils down to speed. With eCopy we can get the documents to our clients in minutes. It's our advantage over the competition."**

**Andrew Meek**  
Information Systems & Services Manager  
The Synergy Group

## Executive Summary

### PROBLEM

- > Needed to get the right candidate's credentials in front of the hiring manager faster than the competition
- > All CVs and other paper documents had to be re-typed and re-formatted before presenting to the hiring manager
- > Needed a quicker way to input timesheets into the firm's Link Recruit enterprise software system and save office space

### SOLUTION

- > Installed eCopy on their digital copiers in multiple locations
- > Integrated paper documents directly into their document workflows
- > Convert documents into electronic files that they can drag and drop into Link Recruit
- > Scan timesheets store them online, and save them to DVD to reduce the need for file cabinets

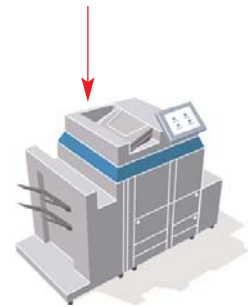
### BENEFITS

- > Reduced the time it takes to provide candidate information to clients
- > Eliminated the need for one floor of office space that was used for storing timesheets
- > More time spent with potential clients and candidates

## The eCopy Solution



Place timesheets in feeder



Scan and preview at digital copier



Move scanned timesheets into Link Recruit enterprise software system

## Full Details

### ABOUT THE SYNERGY GROUP

Recognized as one of the fastest growing recruitment firms in the U.K., The Synergy Group has a reputation for developing a deep understanding of the needs of both its clients and candidates. The firm prides itself on being professional, honest, approachable, flexible, and innovative. This philosophy helps the firm ensure the best possible placement for both client and candidate.

Established in 1997, The Synergy Group has over 1,000 contractors working with more than 600 clients. The firm's areas of focus are recruitment and training for the public sector and professional/technical businesses. Offices are located in London, the Midlands, South Wales, and the North of England.

### PROBLEM

The placement of public sector and technical workers is a competitive business. The first firm to present an appropriate candidate to the client often wins the business. One of the most crucial business challenges facing The Synergy Group is to get the right candidate's credentials in front of the hiring manager faster than the competition. Typically, the documents representing a candidate's credentials include curriculum vitas (CVs), certification certificates, and, in the case of foreign workers, passport credentials.

Prior to eCopy, the typical process for placing workers was very time consuming. The candidates would provide CVs and other paper documents and The Synergy Group recruitment consultants would re-type and reformat the information so that all candidates are presented equally. Reformatting ensured that clients judged candidates on their credentials alone and avoided providing an unfair advantage to any candidate because of divergent formats.

The Synergy Group also needed a timely solution for getting timesheets into the firm's Link Recruit enterprise software system so that the clients could be invoiced and contractors paid. It's the law in the UK that these documents - one timesheet for each week -- must be saved for two years for each contract worker. Timesheets are signed off by client managers and are used to substantiate The Synergy Group invoices. At any time, The Synergy Group staff may have needed to search through six months of paper to find the right timesheet. Prior to eCopy, the firm needed to rent additional office space just to physically archive the timesheets.

### SOLUTION

The firm is using eCopy ShareScan software on Canon imageRUNNER digital copiers in their offices in Harrogate, Cardiff, and London. The eCopy software transformed their imageRUNNERS into information hubs by enabling them to integrate paper documents directly into their document workflows. Synergy Group consultants are using eCopy to convert documents to electronic files that they can drag and drop into Link Recruit, making them instantly available to all reps in all offices.

According to Andrew Meek, Synergy Group ISS Manager, eCopy also provides his firm with other important capabilities. "Before they even leave the copier, consultants can easily e-mail a document to a client or anyone inside or outside the firm, as long as they have an e-mail address," said Meek. "In the past we used fax, with eCopy it is much faster and the documents are much clearer. Frequently, consultants transfer documents to their PC and use eCopy Desktop, the PC version of eCopy software, to transform scanned documents into editable files using optical character recognition (OCR) and quickly reformat them so that they are presentable to clients."

In addition, eCopy has helped improve The Synergy Group's method for storing worker timesheets. Timesheets are scanned and stored online, making it much faster than searching through paper files to find a particular worker's timesheet for a specific week. Then they are saved to DVD to reduce the need for file cabinets. This has eliminated the need for additional office space, which is particularly expensive in London.

## THE BENEFIT OF THE eCopy SOLUTION

eCopy has helped The Synergy Group reduce the time it takes to provide candidate information to clients. With eCopy, recruitment consultants can get candidate information to clients in a matter of minutes, no matter which office recruited the candidates. The result is less time wasted and more time spent with potential clients and candidates.

In addition, the firm was able to eliminate the need for one floor of office space that was used for storing timesheets. The two years worth of timesheets for each worker are now scanned and saved on space-saving DVDs.

"There's no question that eCopy is a competitive advantage for the Synergy Group because our recruitment consultants can spend more time working with potential clients and candidates. In the end, this means more business for the firm."

Andrew Meek  
Information Systems & Services Manager  
The Synergy Group

