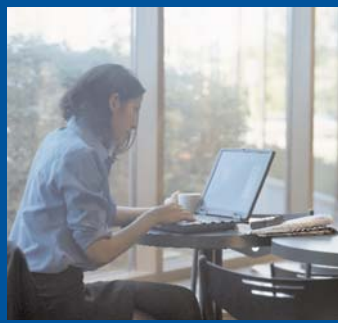


# Wingrave Yeats: Award-Winning Chartered Accountants



**Vertical Market:**  
Accounting Services

**Problem:**  
Inefficient archive retrieval  
and mail distribution systems

**Solution:**  
eCopy ShareScan  
eCopy Desktop

**"eCopy has exceeded our expectations and given us peace of mind that eCopy will integrate with any future technology we choose to deploy."**

**Rick Ktorides**  
IT Manager  
Wingrave Yeats

## Executive Summary

### PROBLEM

- > Needed to convert large quantities of old paper accounts and contracts to usable text through optical character recognition (OCR)
- > Needed to efficiently transmit documents between company offices and employees working offsite
- > Needed to replace an aging copier with a multifunctional device providing more functionality and requiring less office space

### SOLUTION

- > Installed eCopy ShareScan on their new Canon color multifunctional device
- > Installed eCopy Desktop on user workstations to take advantage of the OCR feature
- > Converted paper documents into electronic files for instant transmission to employees working offsite

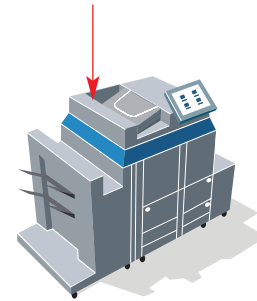
### BENEFITS

- > Significantly increased employee efficiency, productivity and work satisfaction enabled by the migration from a paper-based workflow to a digital workflow
- > Decreased unnecessary office visits by employees working offsite
- > Increased interoffice communication by the use of eCopy's annotation feature
- > Implemented an audit trail for regulatory compliance
- > Regained valuable office space by replacing an aging copier with a multifunctional device with a smaller footprint

## The eCopy Solution



Place paper documents in feeder



Scan, preview, and send paper documents via e-mail between company offices and offsite employees at digital copier.



Receive a copy of the sent e-mail at your desk.

## Full Details

### ABOUT WINGRAVE YEATS

Located in the refined Mayfair District of London, Wingrave Yeats ([www.wingrave.co.uk](http://www.wingrave.co.uk)) was founded in 1982 by Christopher Jenkins and Philip Hedges. Wingrave Yeats offers business advisory, financial management, and tax services. The 50 person company prides itself on delivering what it promises, on time and on budget. Wingrave Yeats is well accustomed to looking beyond conventional solutions to provide the innovative services its clients demand. In order to do so, the firm has worked hard to be IT smart and uses the latest technology to improve productivity and quality for both itself and its clients.

### PROBLEM

As an IT smart company, Wingrave Yeats soon noticed areas where the company's productivity could be improved. A set of accounts or a contract from a client would arrive and employees would need to mark-up or alter the document, meaning that someone had to re-key the document to make it an editable electronic file. Soon users were requesting the ability to convert scanned documents to usable text through optical character recognition (OCR).

Additionally, many associates were spending more time working from home or from the road, and the firm was looking for a way to make communications with those mobile workers more effective. "If directors and other staff are working from home and an important letter is received in the office, there can be unacceptable delays in responding to client issues," said Rick Ktorides, the firm's IT Manager.

Given the premium cost of space in London, whatever solution they chose had to consume as little office space as possible. The company began evaluating their existing technology to see if it could provide the answer. "Being IT smart extends to our office copiers and it wasn't long before we realized that upgrading our Canon copier to include eCopy was the solution to our problem," says Ktorides.

### SOLUTION

Wingrave Yeats replaced its aging copier with a new Canon color multifunctional device that incorporated scanning, copy, and faxing. To make the system even more valuable to the firm's workflow, the decision was made to add eCopy to the Canon copier. The firm had a plan in place to implement a digital workflow to manage incoming post, and both color scanning and OCR capability were important to that project. Ktorides adds, "We were trying to create a more productive work situation for our associates who work from home. By installing eCopy we could save them a lot of unnecessary trips into the office by being able to e-mail them their post and other important documents necessary for them to do their work effectively. This results in a happier and more productive workforce."

## THE BENEFIT OF THE eCopy SOLUTION

Wingrave Yeats has been extremely pleased with the capabilities offered by eCopy. Combining scanning, copying, and faxing into one footprint has saved valuable office space. And the ability to scan in color and perform OCR on scanned documents has been well received by the staff. Ktorides says, "Because we charge time to clients, efficient use of staff time is very important. The less time things take, the more efficient we can be and the more work we can get done." He reports that eCopy has made a big difference in that regard.

He also points out that the OCR capability has been quite important, because the firm has a number of older documents that periodically need to be changed.

"Also," he adds, "there are times when we get a lengthy business plan, set of accounts or a report from a client that we have to mark up and change. So instead of having a personal assistant retype the whole thing, it is much more efficient to scan it in, and at the click of a button, OCR whole thing so we can make the necessary annotations and track changes."

Wingrave Yeats has also benefited from the audit trail provided by eCopy. And the audit trail capability will be even more important as the firm implements its program to digitize all incoming post for delivery via e-mail to staff, regardless of where they are working.

