

# Coinford case study

“Zetadocs has considerably reduced the quantity of paper that we have to archive”



## About Coinford

Established in 1981, Coinford has built up a reputation of experience and professionalism in the construction industry. Focusing on contracts ranging from £750,000 - £50 million, Coinford are the groundwork and concrete frame specialists throughout London and the South East of England.

## Challenges to overcome

- “The main problem was paper - too much of it”
- The company was already using Microsoft Dynamics NAV, but still had paperbased processes for document capturing and management. The finance team wanted to do away with paper
- Preparing and sending invoices and remittance advices were time-consuming, manual, paper-based processes

## The solution we delivered

- The full functionality of Zetadocs Capture, including batch capture scanning and automated filing
- Zetadocs Delivery, which offers fully customizable automated batches of documents from NAV
- Zetadocs integrates within the EVision construction accounting software and supports regular Evision updates and new functionality

*“Zetadocs has improved productivity tremendously, it does what it says on the tin and makes the finding of documents a lot quicker and easier. You don’t have to leave your home office and it increases the speed of document sharing because you can just share links to documents. We want to use Zetadocs even more.”*

Suzy Pinsent, IT Consultant - Coinford

## What was achieved

Zetadocs has considerably reduced the quantity of paper that Coinford have to archive. The finance team has moved away from paper-based processes and can now capture documents digitally, scan all invoices and use the Excel export ability to send out remittances electronically.

Electronic invoices are sent out and stored documents are now retrieved at the click of a button. Using the drag & drop functionality, the team can now store emails and files electronically with links to NAV. Emails, files and scanned documents are now batch processed using multi-user document queues.

Coinford are using configurable folders to organize their electronic archive in EVision and converting documents to PDF/A for long-term archiving compliance and improved searchability, alongside using metadata for better document indexing and filtering in SharePoint.

The key challenges, identified by Coinford prior to the implementation, were therefore overcome.



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