



**LYNBROOK AND KONICA MINOLTA SAVE  
A PROJECT ENGINEERING COMPANY  
CONSIDERABLE TIME AND COSTS  
BY PROCESSING HR RECORDS WITH A DOCUMENT WORKFLOW SOLUTION**



BENEFITS INCLUDE A SAVING OF

**70**   
MANHOURS PER MONTH

## LYNBROOK AND KONICA MINOLTA SAVE A PROJECT ENGINEERING COMPANY CONSIDERABLE TIME AND COSTS BY PROCESSING HR RECORDS WITH A DOCUMENT WORKFLOW SOLUTION

### EXECUTIVE SUMMARY

A project engineering company that recruits agency personnel for its projects wanted to store all its HR records in Microsoft SharePoint, to save time and money, as well as assuring accuracy and full availability of information. To achieve this, it turned to Document and IT Office Solutions specialist Lynbrook and the professional Document Workflow solutions of Konica Minolta.

Having fully assessed the needs of the company, Lynbrook and Konica Minolta worked in partnership to specify, supply, and commission (through three days of Professional Services) a comprehensive Document Workflow Software solution utilising two of Konica Minolta's bizhub C450i multifunctional devices.

It is estimated that the new solution is saving 70 manhours per month, which equates to a saving of £1,400 in labour costs and has also boosted employee morale and satisfaction by removing the need to manually search for lost documents.

### CUSTOMER PROFILE

A project engineering company based in Manchester, which works on extensive multinational projects.

### CHALLENGES

The project engineering company's HR Onboarding requires a significant number of documents to be checked and stored. The process was all carried out with hard copies, stored in lever arch files which proved time consuming, especially with some paper copies being misfiled.

There was an added issue that those working from home didn't have access to any of the documents until the next time they were in the office. The company had recently moved to Microsoft 365 and was keen to use SharePoint as its central document repository to provide people working from home with access to all documentation.



**“BY ADOPTING A DIGITAL SOLUTION, THE PROJECT ENGINEERING COMPANY’S HR TEAM CAN NOW READILY AND RAPIDLY ACCESS THE INFORMATION WHENEVER REQUIRED”**



**KEY BENEFITS INCLUDE A  
£1400  
PER MONTH LABOUR SAVING**

## SOLUTION

Looking for the right solution for its requirements, the project engineering company turned to Document and IT Office Solutions specialist Lynbrook, which looked at the most efficient way to move the company’s legacy documentation, along with all new documents, into SharePoint.

Lynbrook studied all the document types and key information that was required to ensure that these documents were easily retrievable. Each week there are multiple new starters or leavers, and all the records require maintenance, so expiry dates and retention periods must be introduced. Doing this manually was quite a task, so moving to electronic methods was clearly the most logical step.

Lynbrook’s expert team looked at the document types and required metadata, along with the SharePoint

library structure and specified and installed (through three days of Professional Services) a Document Workflow Solution utilising Konica Minolta’s powerful Document Navigator Server (with an embedded licence), a simple and flexible capture solution that manages the document process and is capable of processing both hard copy and electronic documents.

Hard copy documents, including the legacy documents, are scanned on two new Konica Minolta bizhub C450i multifunctional devices, where the user is prompted to add the Employee’s Name, Doc Type, Renewal Date, Retention Period etc. - all from a quick drop-down menu. The same procedure also processes electronic versions, and a searchable PDF of the document (along with the captured metadata) is populated into the SharePoint Library for easy access by those with the required permissions.

## BENEFITS, RESULTS, ROI, FUTURE

Lynbrook and Konica Minolta deliver ongoing support to ensure the reliability and continued suitability of the Document Navigator Server solution.

By adopting a digital solution, the project engineering company’s HR team can now readily and rapidly access the information whenever required, along with maintaining all the documents. Estimated benefits include a saving of 70 manhours per month, which equates to £1,400 in labour savings. The company has also reported an increase in employee morale and satisfaction, with users now not having to spend considerable time and effort manually searching for lost documents.

# Lynbrook



# Lynbrook

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**Giving Shape to Ideas**