

IMAGING AT:

Ryan Companies

A LITTLE ABOUT RYAN COMPANIES...

Founded more than 65 years ago as a small northern Minnesota lumber company, Ryan Companies now serves the needs of customers in more than 150 cities around the country. Ryan's expertise evolved into design-build, development and property management. With their headquarters in Minneapolis, MN and remote offices in Chicago, IL; Phoenix, AZ; Cedar Rapids and Des Moines, IA a central repository of business documents was crucial. Using products and software from CIS Imaging has allowed each location to streamline day-to-day activities and raise accountability.

USING CONSTRUCTION IMAGING SYSTEMS' AND DOCUMENTUM'S IMAGING PRODUCTS WAS THE ONLY ANSWER ...

Ryan Companies was tired of all of the paper that was generated and filed for their many jobs. This coupled with the cost of office space knew that imaging was the direction that they need to go. Eliminating paper files and lost invoices

was their goal, but throughout the imaging installation and process, Ryan Companies found that it was also an accountability tool. Accountability would add numerous benefits to each department and the company as a whole. Implementing Documentum's ApplicationXtender® added multiple benefits that integrated seamlessly with Construction Imaging Systems' products.

ROLLING OUT IMAGING IN EACH DEPARTMENT...

Ryan's Accounting Departments were first in the rollout and implementation. Using Construction Imaging Systems Invoice Router®, all AP invoices are scanned into Documentum's ScanXtender® and electronically routed for approval. Throughout the routing process the AP staff can search for images that can be viewed, printed, e-mailed and annotated in Documentum's ApplicationXtender® of any invoice – regardless of the invoice's current status – waiting, approved, on-hold, disapproved or returned. The document's history (or paper trail) is recorded in the SQL database which allows for a quick and easy lookup of where and when the document started, where it was, and where it is now. Vendor tables which are maintained and updated in Ryan's Accounting Software, Computer Guidance,

Ryan Companies Fast Facts:

- Software & Hardware Installation Date:
06-01-02
- Implementation Goal Date:
09-01-02
- Actual Implementation Date:
07-29-02
- System Payback: 12 months
- Accounting Software: CGC
- Website: www.ryancompanies.com





“Construction Imaging did what they said they would do and it works the way they said it would work!”

“Imaging has eliminated the finger pointing between Construction and Accounting. We now have accountability!”

– Bryan Volk
Controller

contains the vendor’s number, name and address and automatically populate the router fields which eliminate errors and double keying. Project managers log into the imaging system to examine invoices and review PO’s, delivery tickets and packing slips. If there is more than one project manager or approver on a job, approval maintenance is created so each person reviews the invoice in the approval cycle. When a subcontractor requests a copy of an invoice, it can quickly be sent using



e-mail. E-mail recipients do not need to have Documentum or CIS imaging to view the attached image; when opened, it enables the default imaging tool currently on their computer.

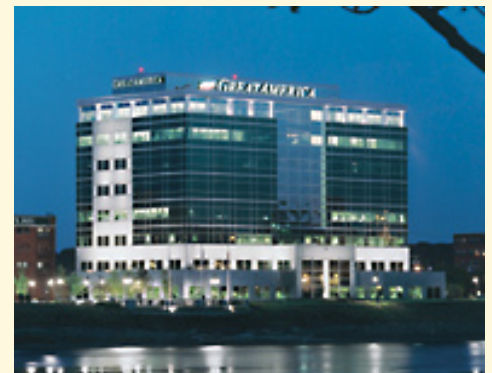
Ryan’s Construction Departments are benefiting from Construction Imaging Systems’ Job Document Router®. Built on the same principles of accountability and integrated with Documentum’s ApplicationXtender®, JDR allows all job files to be archived within the imaging database and reviewed at anytime regardless of location. Implementing CIS’ image enabling software allows both searching for an image with JDR and their project management software. Weekly job reports that were in the past printed on paper are now reviewed within the imaging system through CIS’ COLD (Computer Output to Laser Disk) application. The 40 COLD reports are automatically set to run routinely and can be reviewed by any project manager.

Ryan’s Human Resources/Payroll Departments began processing existing employee files. Back scanning of employee records helped to determine what index values would be used to quickly and accurately process and locate employee records.

Searching for a job number and/or an employee number returns a result set of specific documents for that query. In the past, this time consuming task included pulling paper files for a number of filing cabinets and then re-filing them once the information has been obtained.

SECURING RYAN’S DEPARTMENTAL DOCUMENTS

Sensitive information such as employee files and job documents are secured throughout the imaging database. Application Level Security restricts access to some or all files with a specific application. This enables imaging users to view job documents and other imaged files that are key to their day-to-day responsibilities. This means that with the correct security rights those who have access to an application may not be able to see all of the images within the application. Document Level Security is an added protection to what can be done with documents accessed within an application. That means that some users can only view and route images while other may delete and update index information.



Ryan Companies current goal is to implement CIS’ Cost Plus and T&M Billing. This enables selected images and data to be burned to a CD for distribution to vendors, subcontractors, or even auditors. When a job has been completed, Ryan’s vendors will receive a CD that contains each invoice for that vendor that was paid throughout the life of the job.