

IMAGING AT:

Moretrench

A LITTLE ABOUT MORETRENCH ...

Founded in 1931 by Thomas F. Moore, the Moretrench Corporation originally designed, built, and installed the first practical wellpoint dewatering system used in the United States. Today, Moretrench American Corporation is still recognized as a leader in construction dewatering contracting, although the firm has continuously broadened its expertise in engineering and contracting well beyond temporary groundwater removal and hydraulic barriers.

IMAGING AT MORETRENCH OVERVIEW ...

All incoming documents and documents generated internally are scanned and archived in the imaging system. Hard copies of documents are retained for a fixed amount of time and then destroyed, unless audit or governmental guidelines require

retention. Images are easily found using search (index) fields and user-friendly software on local workstations. Also the accessibility of storing documents in a database allows users with permissions access to files regardless of office location. This is important to Moretrench with offices located in Rockaway, NJ; Yonkers, NY; Riverview and Lakeland, FL.

WHY THEIR SOLUTION WAS IMAGING?

1. Lost documents from job books and vendor files.
2. Invoice Approval not done in a timely manner.
3. No more storage space in archive building.
4. No way to track where an invoice was at any given time.
5. Unable to get documents if employee was not available.
6. Misfiled or documents not filed.
7. T&M Billing difficult & cumbersome.

A Quick Look at Moretrench:

- Locations: FL, NJ & NY
- Software & Hardware
Installation Date:
11-01-2001
- Implementation Date:
03-22-2002
- System Payback:
12 Months
- Accounting Software:
CMS
Computer Guidance





Moretrench archive building, an entire building dedicated to storage of documents with no room left for additional storage. In Tampa, a new facility was built with no allowance for document storage.



PAPER AND PRINTER TONER ...

All reports are generated in spool files by the AS400 and archived instead of printed. This process is automated and occurs within 30 minutes of report generation. This schedule can be modified to suit company needs or "on demand" if necessary. Reports are automatically archived using indexes that allow users to easily pull up the correct report or reports. With report archival (COLD), Moretrench has nearly eliminated all payroll green bar reports. They process weekly payrolls and each check run created 2" of reports every week prior to archival. The payroll department could not believe the immediate difference and did not have to worry about confidential documents sitting on a line printer for others to see.

WHAT IMAGING HARDWARE DOES MORETRENCH HAVE?

Moretrench has plenty of room to store the imaging hardware now that they are not keeping boxes upon boxes of paper. Their imaging equipment includes; Windows NT/2000 server running SQL (one server runs all programs); Optical disk tower with platters for image storage (one platter holds the equivalent of 7 four drawer filing cabinets); and a Fujitsu scanner for converting the paper to image.

IMAGING BENEFITS AT MORETRENCH

- Eliminate filing of documents
- Eliminate "lost" documents

- All employees can retrieve documents at their desk based upon their security
- Ability to store all types of documents – not just invoices
- Easy to add on applications as needed
- Security for scanning, viewing, changing, deleting
- Documents can be viewed, printed, e-mailed, and or routed
- Simple to learn and Windows-based



Wide format scanner used for scanning and archival.