



## Case Study

### Olympic Glass



Brother ADS-2600W  
Desktop Scanner

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[www.brother.co.uk](http://www.brother.co.uk)

#### Challenge:

Olympic Glass was looking for a fully automated and paperless back office solution to store and track customer orders, delivery notes and accounts information.

#### Solution:

Efile's Virtual Cabinet Software in conjunction with Brother's compact ADS-2600W desktop scanners offered a cost effective and efficient solution.

#### Benefit:

The Efile/Brother solution has streamlined the back office systems at Olympic Glass, improving efficiency and customer service.

“ The Efile/Brother solution is helping us work more efficiently, streamlining our back office systems and reducing administration time. It means we now have the ability to process more orders as well as continuing to deliver first class customer service to our clients. ”

**Carly Miller, Accounts Manager.**  
**Olympic Glass**



## Overview of customer and their challenges

Olympic Glass is one of the UK's leading manufacturers and processors of safety glass and sealed units. The business used the latest technology to automate its manufacturing processes to provide bespoke solutions that meet its customers' needs. Olympic Glass was looking to automate the accounts process, integrating it with ordering and delivery departments to reduce administration time whilst ensuring the business delivers first class customer service.

Accounts Manager, Carly Miller at Olympic Glass explains, *"For every customer order we have three crucial pieces of paperwork, including the unique order document, an order confirmation document confirming costings and expected delivery dates, which is then paired up with an actual delivery note. We process about 500 orders a day, so you can imagine the amount of paperwork we create. If we ever had to find the paperwork for an order or a payment it was a nightmare and could take up a lot of our time. We really needed a more efficient, automated process."*

## Brother's Solution

Efile's Virtual Cabinet Software was the perfect solution for Olympic Glass. Virtual Cabinet Software provides a secure document storage system to help create a paperless office whilst still adhering to legal standards for archiving. Programmed specifically to meet the business' needs, the software allows Olympic Glass to store customer orders, delivery notes and accounts information virtually in one place.

Nikki Alder from Efile explains, *"Virtual Cabinet is an affordable, easy to use document management system that gives companies like Olympic Glass a competitive edge by enabling them to offer a superior level of client service. We've found that personnel typically save six weeks per year in admin efficiencies. On top of this, the freed-up office space can often house another staff member comfortably, contributing further profitability."*



"We work with all the leading Scanner manufacturers and advise our customers depending on their requirements. We recommended Brother's ADS-2600W for the Olympic Glass solution based on price, performance and their wireless capabilities. And with TWAIN drivers as standard, they integrate with our Virtual Cabinet Software effortlessly. Brother's scanners were best fit for purpose."

Nikki Alder, Efile

Virtual Cabinet also includes a secure cloud-based portal. This additional feature facilitates secure document publication, distribution and digital sign-off between companies and individuals – creating a clearer and faster audit trail for sign offs.

To facilitate the solution Efile recommended Brother's reliable ADS-2600W desktop scanner. Designed specifically to digitise, share and archive documents quickly and efficiently, and working seamlessly with Virtual Cabinet Document management software, they were the ideal choice.

The ADS-2600W compact desktop scanner offers fast speeds of up to 24 A4 pages per minute, 50 sheet capacity, as well as 2-sided scan and wireless capabilities as standard.

## Benefits

Efile's Virtual Cabinet Software and Brother's desktop scanners have provided Olympic Glass with a fully automated and paperless back office solution. The system offers greater control and access to their documentation, saving the business time and money and increasing productivity in the workplace.

Carly Miller said, *"Our workflow is so efficient now, it's such a slick system. It saves us so much time we've been able to increase our*

*ability to process more orders. It's fantastic for customer service because we can process orders with little fuss and keep our customers up to date with the progress of their order. Now, if a customer wants a copy of an invoice or delivery note, we can find it in seconds and email it to them. Previously, this would have taken up so much time sifting through paper files. It's a great tool to help us grow our business."*

Purchasing and accounts staff at Olympic Glass use Brother scanners to scan the double-sided orders and other paperwork in seconds, capturing a digital record for the Virtual Cabinet Software. Wireless and convenient, the scanners have enabled a much more efficient ordering process. Carly Miller continues, "Brother's scanners were recommended by Efile but they have far exceeded our expectations. The scanners are modern, sleek and compact so look great in the office. Everyone using them is delighted. They sit neatly on our desks and they're quick and easy to use - literally idiot proof. You put the paperwork in, it scans them and the documents are saved to file for everyone to access - nothing can get lost. They scan double sided documents and are compatible with all our other equipment and software which is really convenient.

# Digitise, share, and archive at the touch of a button



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Desktop Scanner

For further information please visit our website

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