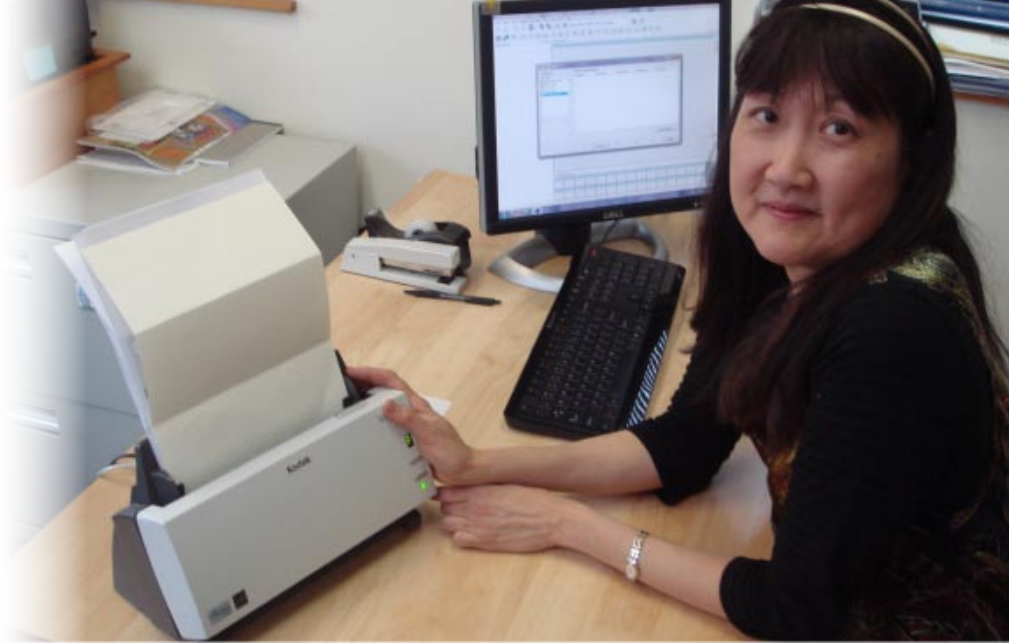# GO Management stops filing, starts being more efficient with **Kodak ScanMate** i1120 Scanner and **Kodak** Capture Pro Software

Before the arrival of their **Kodak ScanMate** i1120 Scanner and **Kodak** Capture Pro Software, Susan Teeter and her coworkers at GO Management spent a great deal of time handling paper, sometimes twice. GO Management serves as a property manager for over 100 buildings around the Boston, MA area; and their business generates a significant volume of invoices, checks, condominium paperwork, deeds, bank statements and other related documents.

"We used to have a process where invoices came in and they were filed first by each building," says Susan Teeter,

Administrative Assistant at GO. "Then the accounting person took them to pay, but filed them in a different folder once the invoices were paid. We really were handling and filing everything twice!"

Not the most efficient workflow system, and one that generated a significant volume of paper, took up space with multiple filing cabinets, ate up personnel hours, and opened up the possibility that paperwork could be occasionally misplaced.

Enter the less-paper solution

In 2010, the owner of GO Management, Raphael Gottesman, decided it was time to seek a more productive, efficient

solution. He empowered Teeter to discover the answer, and she started (as many would today) with an online search for scanners. Landing on Kodak's Web site, Teeter was impressed with what **Kodak** Scanners could do, and she next found a local Authorized Reseller of **Kodak** Document Imaging Products: the Boston office of Document Imaging Group (DocIGroup).

Steve Glynn of DocIGroup visited GO Management's headquarters in Cambridge, MA to do a site assessment and discuss their situation. He learned that, at that point, GO didn't use any digital document imaging or

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SITUATION

Property management firm manages documents solely via paper-based processes, winds up handling invoices and other documents multiple times, creating less-than-ideal productivity.

OBJECTIVE

Find a document imaging answer to streamline invoice handling and other office processes, save time and storage space, and eliminate paper-based issues like misplaced documents.

SOLUTION

Kodak ScanMate i1120 Scanner and **Kodak** Capture Pro Software.

COMMENTS

"It's so much faster, easier and less problematic than walking to a file cabinet, trying to find the right document, then making sure it winds up back in the right place. We index each invoice by building name, so it's easy to locate them."

—*Susan Teeter, Administrative Assistant, GO Management*

management, operating fully in paper-based mode. After demonstrating the advantages of **Kodak** Scanners and Capture Pro Software to Teeter, GO Management made a system purchase with the goal of streamlining their processes.

Office personnel at GO saw how their new **Kodak ScanMate** i1120 Scanner could quickly capture and digitize paper documents and forms like invoices, and how an automated folder/naming structure could be established via indexing. Now it's possible to utilize the database lookup feature of Capture Pro Software to automatically populate required index fields and streamline data entry, eliminating a great deal of entry by hand.

Kodak ScanMate
i1120 Scanner

Today, everyone on the GO Management LAN can call up paid and unpaid invoices quickly, print out a copy if necessary, and send a copy to a coworker or supplier. "We can also view any document simultaneously," says Teeter. "It's so much faster, easier and less problematic than walking to a file cabinet, trying to find the right document, then making sure it winds up back in the right place. We index each invoice by building name, so it's easy to locate them."

Owner Gottesman agrees, adding that the i1120 Scanner and new system also streamline the management process. "Often, one of our managers or I will need to do research for clients on what was paid, when, and to whom," he notes. "This used to be a very time-consuming effort, sifting through lots of paper. Today, I simply find what I need from my computer. I would recommend this **Kodak** Scanner to anyone!"

Planning for enhanced capabilities and services

Future scanning plans include digitizing condominium association documents and placing them on GO Management's Web site. Along with apartment complexes, GO Management's clients include homeowner's associations and condo boards. These organizations utilize

many documents that need to be accessed by various tenants and stakeholders. Currently, paper documents are housed at GO Management's offices, and anyone who needs a copy must visit the office and pay a fee for each form or print out. Posting documents online will save everyone time and expense, and create a much easier and faster means of access.

Teeter and her office cohorts have quickly become very fond of their **Kodak ScanMate** i1120 Scanner. "I love this scanner, it's fast and easy to use," raves Teeter. "And the software is very intuitive. Even if one of us gets into it and accidentally clicks on something that we're not sure of, we can always tell where we are and figure out what the next step to take should be. And Steve and the folks at DocIGroup have been great. If we have a problem, they are always ready to give us the right answer and solve the issue."

The bottom line is that today GO Management more easily and gracefully processes and accesses their important invoices and documents. "This system was the perfect first step in getting us away from paper, and we're looking forward to more fully utilizing its capabilities to do more digitally," says Teeter.