

# Infonic allows remote working & drives business performance at Hillier Hopkins LLP.



**Company:** Hillier Hopkins LLP

**Locations:** Aylesbury, Hemel Hempstead, London and Watford

**Industry:** Accountancy

**Profile:** Regional accountancy firm employing over 100 people, covering London and the Home Counties. Established in 1933.

**Key Drivers:** Improved information access and reduction of costs.

Established in 1933, Hillier Hopkins LLP is a growing, regional accountancy firm, serving London and the home counties. The company has offices in London, Watford, Hemel Hempstead and Aylesbury and serves a broad mix of clients from sole traders to large multinational corporations.

Traditionally the company had employed a physical paper filing system to retain customer information but as operations expanded over the years to multiple sites a number of issues of business efficiency and information accessibility emerged. The company required an increasing area of expensive office space to house the document filing cabinets. There was a recurring problem of files being located at the wrong office when staff required them and often staff were finding that they had to travel between offices to gain access to the information they required to serve clients. All of this was wasting valuable office space and staff time.

The company also felt that the storage of crucial customer information in a paper format provided inadequate disaster recovery protection.

## Choosing Infonic Document Manager™

The Hillier Hopkins LLP management team identified the need for a centralised digital document management system. A committee of representatives from across all parts of the business was established to find the right EDM solution. The committee assessed five EDM solutions and narrowed this down to just two, Infonic and Invu. An Infonic solution was chosen in preference to Invu because of Infonic's superior track record in document scanning and in supporting remote offices.

The committee were impressed with Infonic's ability to enable efficient remote scanning of documents into the central system, and by the ability of the Milton Keynes based development team to customise the Infonic package to include some special features Hillier Hopkins LLP staff required.

The companies existing document structure also required incorporation into the EDM system. Infonic's drawer and folder structure matched up easily to the old system.

## CASE STUDY - Document Manager™ - Hillier Hopkins LLP



“We currently have 2.4 million pages of information in Infonic with 1,500 being added per day”

said **Barrie Cox, IT Manager**

### **Infonic (UK) Ltd**

Infonic House  
Copperhouse Court  
Caldecotte  
Milton Keynes MK7 8NL  
t +44 (0)1908 366 388

### **Infonic Document Management LLC**

#3445 Executive Center Drive  
Suite 105  
Austin, TX 78731  
t +1 (512) 345-4600

### **Singapore**

3 Temasek Ave #34-02  
Centennial Tower  
Singapore 039190  
t +65 6549 7022

### **Germany**

Schopenstehl 15  
D-20095  
Hamburg  
Germany  
t +49 171 9941342

### Benefits of Document Manager™

- Reduction of paper use and storage costs.
- Improved staff access to documents across multiple offices and off-site.
- Faster access for staff to new documentation.
- Efficient remote and home working.
- Improved disaster recovery.
- Improved staff efficiency and customer service.
- Ease of deployment and adoption.
- Strong customer support from Infonic.
- Ease of customization.
- Support for document scanning at remote offices.

### Document Manager™ improved staff efficiency.

Like other large accountancy firms Hillier Hopkins LLP handles large volumes of documentation from sources such as Companies House and HMRC. These documents are now scanned into the Infonic document management system upon receipt. This dramatically reduces the time it takes to make new information available to staff across all offices, at home and overseas.

The company is implementing electronic delivery of all scanned post using Infonic's workflow functionality. This revolutionises the business by making documents visible to staff everywhere on the same day they are received. The system has also eliminated the risk of losing documents within the internal mail system.

“The biggest change we have seen is the reduction in filing space in the offices. At the Hemel Hempstead office we have removed over 25 full height cabinets allowing us to put many more desks into the offices” said Barrie Cox, IT Manager. Hillier Hopkins LLP

By providing document access for staff at all sites and at home, Infonic dramatically enhanced the company's ability to continue operations. During the UK's snow storms in January and February 2010 staff were able to work uninterrupted at home or at any office they could reach with full access to customer documentation. This prevented losses of staff time which normally would never be recovered.

Deployment of Infonic proved easy and staff have found the software very simple to understand. “We currently have 2.4 million pages of information in Infonic with 1,500 being added per day.” said Barrie Cox, IT Manager. Hillier Hopkins LLP