Arena in Document Scanning

"Arena has helped us enormously; their service has been efficient and reliable. Although it is unlikely that we would need to retrieve an invoice from 2005, we have peace of mind that it is there in electronic format if we need it - and we can safely dispose of the paper copies to free-up space."

Isobel Pearce, Business Manager, Crown Hills Community College

In the last 12 months for schools alone, Arena has scanned:

1,781,946 images

which is roughly equivalent to

791 archive boxes.

The Arena Group Ltd is registered under the Data Protection Act and all employees sign and adhere to strict confidentiality agreements.

Following a large number of successful scanning projects for schools up and down the country, Arena Group's Scanning Bureau can offer an all-round service – taking the hassle out of digital archiving. Not only are we experts in document scanning, we use our own mstore for Education software which links with sector specific applications (e.g. SIMS) to give you an all-round service.

The fact that **m**store was developed in-house means that our staff know the product inside out, passing these benefits on to you and your school.

Using our expertise in digital archiving within the education sector, and our very own **m**store for Education software - we can advise on your current filing and access issues. We can digitise your hard copy files and mirror your existing filing system within **m**store or use our experience to suggest and recommend ways to improve this.

We use a consultative approach throughout, from our first meeting, during the scanning project to handover of the digital images. Making the decision to digitise records can often be daunting but we will be on hand every step of the way to ensure your project completes with better than expected outcomes.

Whether it is pupil and staff records or finance and admin records, we offer a service fully compliant with your needs as an educational establishment. We understand that certain records such as SEN or Child Protection cases need to be handled with the utmost sensitivity and as such all of our processes, from collection to document destruction, are secure and confidential. Arena is registered under the Data Protection Act and all Bureau employees sign and adhere to strict confidentiality agreements.

We understand the challenges schools face in relation to maintaining up-to-date hard copy and digital records and also in getting everyone to use the most current copy. **m**store looks after this in that documents are dated and can be annotated. When it comes to us scanning the paper files we can cross reference UPN's and dates of birth against pupil names to ensure files are indexed correctly.

mstore for education

How it works

1. Collect and scan

- We collect your files using our own fleet of vans, store them securely and complete the scanning at our site in order to minimise any disruption to your business.

- We provide a full end-to-end service including preparation of documents by removing fastenings, clips and staples.

- Blank page removal software means you only pay for the information you want.

- We offer an urgent retrieval service in case you need access to your files whilst we're working with them.

2. Supply electronic files

Arena supplies your documents to you in electronic format, most commonly PDF. These files can be passed to you in various different ways:

- DVD, with encryption for secure data transfer

- Electronic transfer for storage in your own copy of **m**store

- Our Hosted Service – a secure online repository which allows you to store, search, view, share and print documents 24 hours a day, 7 days a week from anywhere with an internet connection.

3. Return or destroy

Once you have approved the electronic files we can shred the paper documents in our industrial shredder, or return them to you. Shredded documents are pulped and recycled in line with our environmental policy.

With this service you do not have to make any bulk capital outlay as we only charge as each stage of work is completed. Large archives can be tackled in stages or as regular collections to provide the conversion benefits with minimal impact on your cashflow.

Mstore for Education – software for document management

mstore is Arena's own software to help organisations to scan, organise, store, retrieve and process documents electronically. It easily integrates with bespoke and industry specific software including common packages for accounting, legal case management, HR, student records etc.

mstore for Education has been developed in collaboration with schools to closely fit the way you work and the unique challenges of the sector. It is used by schools across the UK.

mstore is very flexible and highly configurable, it will mould around your business rather than you having to adapt to its methodologies. Because we are the software author we can be flexible on customisation and development to meet your needs.