

IMAGING AT:

## Hansen Mechanical

### A LITTLE ABOUT HANSEN MECHANICAL...

Noted as the most experienced and largest Mechanical contractor in the state of Nevada, Hansen has worked on or remodeled each of the major casino resort projects in the state. Hansen has a highly respected work history that stands on its own, that of a good-old-fashion work ethic.

### HANSEN'S BUSINESS OBJECTIVES

- **ELIMINATE** the need to physically expand the office to accommodate the increasing amount of stored paper.
- **GROW** the business without adding staff.
- **IMPROVE** productivity. Record searches were taking forever and lost documents were becoming an embarrassment.

### GETTING STARTED WITH IMAGING

Construction Imaging is an Emcor approved solution. Hansen visited TAS Construction, an Emcor company, and was amazed when they walked in their office and saw the lack of paper, file cabinets, and messy desks.

### HOW THEY'RE USING INVOICE ROUTER

All invoices are sent to the corporate office where they are scanned and routed to the project managers. All job sites are within miles of their corporate office, so the Project Manager's come into the office to view, annotate and approve invoices. Project Managers can place documents under inquiry, cost code them, approve, or disapprove them.

Project Managers can also make, highlight, circle, and add annotations to the image (all marks to any image are on an overlay and do not change any of the original document). Reports show who has an invoice at any time, how long the invoice was with any person and lists Project Managers in sequence of who has the most to least outstanding invoices.

### Hansen Mechanical Fast Facts:

- **Location:**  
Las Vegas, NV
- **Contractor:**  
Mechanical
- **Implementation Date:**  
6-01-2000
- **System Payback:**  
Less than 12 Months
- **Accounting Software:**  
Starbuilder





“We had been struggling for years with limited office space. To make matters worse, an ever-increasing amount of that limited space was being allocated to paper storage. We kept everything, and in most cases, multiple copies of all of it. OTIS, our pet name for the imaging system we purchased from Construction Imaging Systems, changed all that! ”

- Bobbi Robelen - Chief Financial Officer

After invoices are approved, they are entered into Starbuilder Accounting system and linked as a by-product to the imaging system. This makes it easy to find the information later.

If a customer or vendor inquires about an invoice's price, deadline, payment or other information, Hansen can simply search the imaging database for the image and all of the corresponding information. All requested information could be printed or e-mailed to the necessary people.

#### HANSEN IS ALSO ROUTING AND INDEXING CONSTRUCTION DOCUMENTS

All job documents are scanned and indexed using Construction Document Manager. If a document needs to be shared with a group it can immediately be routed to all members. Changes and additions to documents can take place at any time. Users can also check the status of who has read the invoice and who has not.

#### THE BENEFITS ARE ENDLESS...

- Reduced cost of paper, printer, binders, boxes, ribbons and toner for reports.
- Eliminated time to print, bind and distribute reports.
- Significantly reduced time to copy and copier expenses.
- Reduced off-site storage with cost savings of \$ 2500/month.
- Imaging allows them to grow without adding people, phones, desks, computers and supplies.
- Reduced time to close the month. Most of the time invoices are current within days.
- Reclaimed office space by eliminating storage of paper and file cabinets.

- Significantly reduced effort by their employees with both internal and external audit.
- Spend 10 minutes showing auditors how to use the system and they pull documents up on their own.
- Users do not have to pull and re-file documents.
- Get auditors out quicker!!!!
- No more need to work weekends at year-end.
- Increased productivity. Employees now sit at their desk and work rather than walk around the office shuffling paper.
- Invoices no longer get lost and time is not spent looking for them.
- Someone cannot take a document out of the file and forget to put it back.



Rosie Aguilar - Payroll