



CONSENTIA
MAKING KNOWLEDGE WORK.

SUCCESS STORY

Northern Alberta
Institute of Technology

WE ARE ESSENTIAL
TO ALBERTA



Document Scanning

- Started: Spring 2021
- Volume: 8,300 Employee Files
- Time: 4 months

2,400 Current
employee files

5,900 Former
employee files



Retrieved by
our courier



Inventoried
and verified
upon arrival



Prepared,
scanned,
and indexed



Uploaded to
NAIT's ECM



"[The] team at Consentia were nothing but professional, efficient, knowledgeable, and overall, just easy to work with. The quality of the digital files and the speed with which the work was completed were all within budgeted cost and time. It is without hesitation that I highly recommend Consentia to any organization that is looking to digitize."

-Giovanna Fedorchuk, Director - HR Operations

CLIENT NEED:

NAIT is a large institution that has employed and continues to employ thousands of people. When the pandemic forced everyone to work from home, reliance on paper-format employee files was hampering their operation. In the Autumn of 2020, they reached out to us for help.

CHALLENGE:

- **Confidentiality** - These files contain sensitive information and need to be handled securely
- **Volume** - Phase 1 alone consisted of 480,000 pages

SOLUTION:

In the Spring of 2021, our courier retrieved the 2,400 active employee files from NAIT and brought them to our service bureau in downtown Edmonton.

After verifying that everything had arrived, our experienced records clerks prepared and scanned all 480,000 pages over the next few months. When we were finished, the client was so happy with the final product that they asked us to do it again, this time with archived employee files.