



From paper HR files to secure, searchable digital records

How an international education organization improved access to sensitive employee records while reducing its reliance on physical storage.



Searchable
OCR-enabled
records



Secure
Controlled
thoughtout



Less paper
Reduced storage
reliance

Work uncomplicated
crownrms.com ↘

CROWN 
INFORMATION MANAGEMENT

The **Challenge:** Years of HR records. One growing problem



Large paper archive

Years of employee records had accumulated.



Difficult retrieval

Paper records were harder to locate and access.



Sensitive information

Employee files required strict confidentiality controls.



Storage pressure

The organization wanted to reduce physical storage requirements

The **Transformation**

Before

Paper HR files

Manual retrieval

Physical storage

Sensitive records

Digitize



After

Searchable files

Indexed information

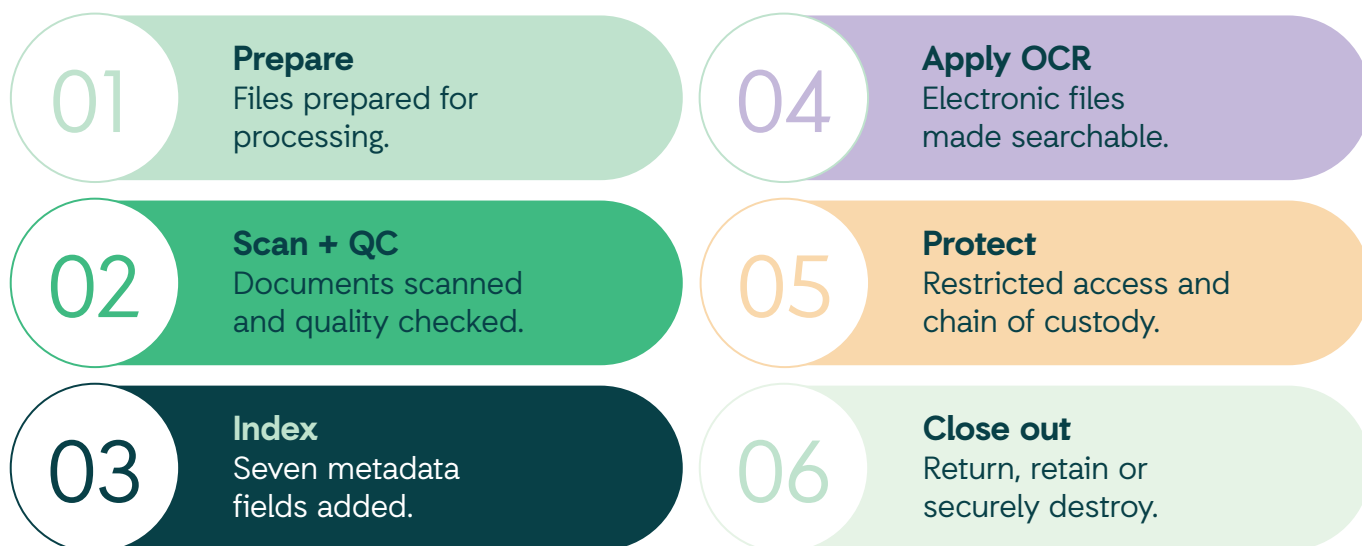
OCR-enabled search

Controlled access

The value is not simply scanning. It is making information easier to find, manage and protect.

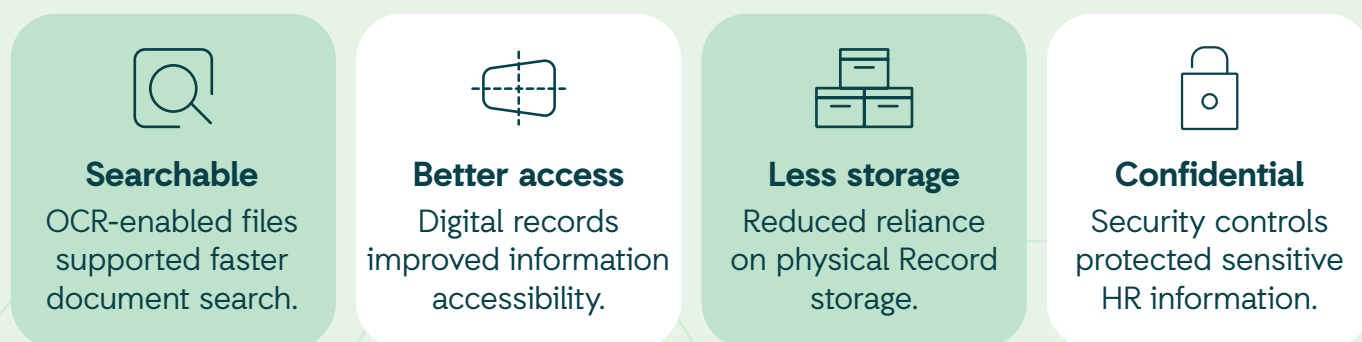
The **Solution:** More than scanning. A complete digitization process.

Crown converted paper-based HR records into searchable digital files while maintaining document control, confidentiality and retention requirements.



7 METADATA FIELDS Structured indexing made records easier to retrieve and manage.

The **Outcome:** Information became easier to use, not simply easier to store.



A strong signal of success: The project did not stop there.

After the UAT period, the client began discussions with Crown for an additional phase of digitization.

The Value of Digitization

Scanning + OCR + Retention + Indexing + Security
= Findable + Manageable + Protected information

Digitization creates information people can actually use.

Still managing important records on paper?

Talk to Crown about turning physical records into secure, searchable digital information.



Contact us today

+84 28 3840 4237
sales.vn@crownrms.com

Work uncomplicated
crownrms.com ↘