

Response to Request for Information

Reference FOI 001608
Date 24 October 2017

Workflow Tool Usage

Request:

1. Do you use workflow tools to digitise scanned documents?
 - a) Yes
 - b) No – we have been using external companies to scan our documents, following a successful procurement process.
2. If yes, which tools do you use?
N/A
3. What processes have you automated through scan workflows?
N/A
4. What are your future investment plans for scan workflow solutions?
We are investigating the possibility of using our existing in-house application. If this is not possible then we will be going through a full procurement process.
5. What is your IT budget for the year ahead?
 - a) £0 – 10,000
 - b) £10,0001 – £20,000
 - c) £20,001 - £30,000
 - d) £30,001 - £40,000
 - e) £40,001+
6. Is this an increase or decrease on the previous year?
 - a) Increase
 - b) Decrease