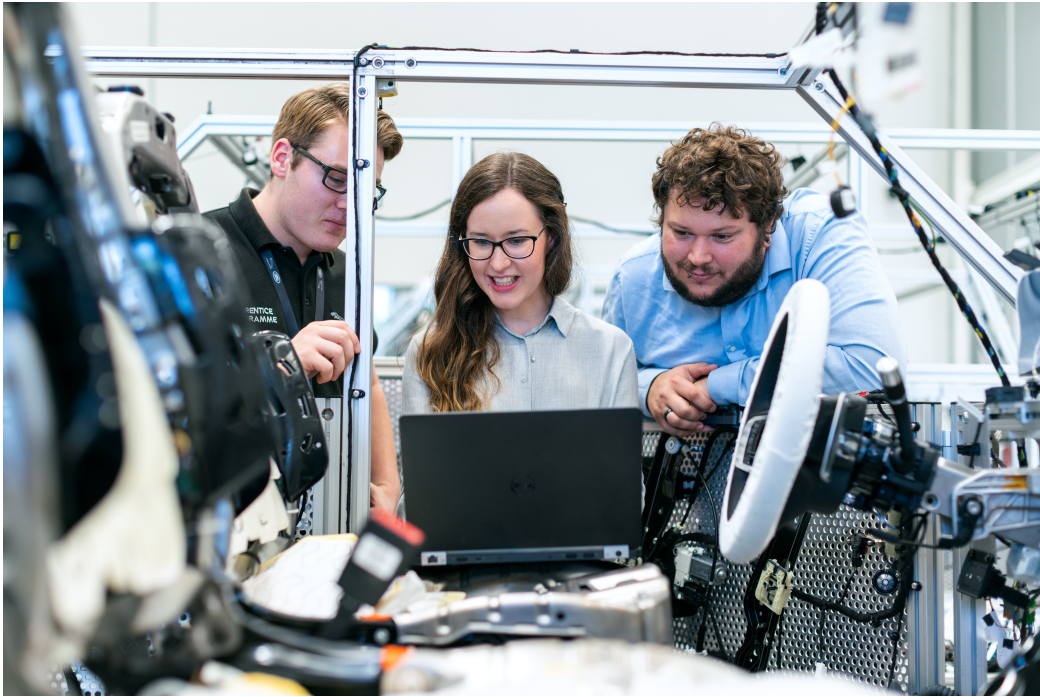


Overcoming Document Management Challenges in the Manufacturing Industry

December 7, 2023



In today's fast-paced [manufacturing](#) environment, efficient document management is paramount. For a company operating in the manufacturing industry, maintaining meticulous records of orders, shipping documents, and production reports is essential. However, [document management](#) challenges often arise when dealing with a multitude of documents for complex orders. In this blog, we present a success story of a manufacturing company that overcame document management obstacles with the help of Mindwrap's Optix solution.

The Document Management Dilemma

Mindwrap's customer is a bustling manufacturing facility where a high volume of orders are processed daily. Each order consists of an array of documents – pick slips, bills of lading, purchase orders, and more. These documents are printed and signed by warehouse workers during shipment. The challenge emerges when a single shipment contains components from multiple orders, often combining several pick lists and packing lists into a single bill of lading document, known as a "packet." A key inefficiency in this process was the need to scan and index each packet multiple times for each delivery, a task that was both time-consuming and redundant. The real turning point came when the manufacturer adopted Mindwrap's recommendations to leverage Optix's autofill and barcode recognition capabilities. This innovation significantly streamlined their document management process, allowing for more efficient access and organization of shipping documents.

The Solution: Optimizing with Optix

Mindwrap recognized the need for a more efficient approach to capturing and indexing shipping packets in Optix to reduce the workload and minimize the errors of the manufacturer's staff. Here is how we implemented Optix for our manufacturing customer to enhance their data accuracy, reduce manual effort, and accelerate document retrieval.

Database Integration: Accelerating Data Indexing and Retrieval for Continuous Operations

Optix's database integration is a game-changer for our manufacturing client, offering a streamlined approach to document management. By seamlessly integrating Optix with the client's ERP system, Mindwrap ensured that every order's information was easily captured and indexed automatically.

This integration not only saved time but also reduced errors by automating the retrieval of index data for the correct documents with the proper orders. The result? A more efficient and error-free document management

process, allowing our client to focus on core operations.

Autofill Configuration: Boosting Productivity with Automated Data Entry

Optix's autofill capability became the cornerstone for improved productivity and enhanced data quality for this particular client. Optix eliminated repetitive data entry tasks by implementing autofill within the Optix screen for indexing shipping packets.

This optimization sped up the indexing process and significantly reduced errors. The autofill system, drawing information from the order lookup table in the ERP, ensured that relevant fields were populated accurately and automatically. In essence, Optix's autofill ability became the catalyst for more efficient and error-resistant document processing.

Capture Task Creation: Standardizing and Simplifying Document Capture

Optix's Capture Tasks proved invaluable for this client, bringing standardization and simplicity to document capture. We created a dedicated Capture Task for shipping documents at scanning stations, ensuring a consistent and automated approach to document sorting and indexing.

This standardization enhanced efficiency and simplified the overall document processing workflow. By automating these crucial steps, Optix Capture Tasks became the essential foundation for their operational efficiency, allowing for faster and more accurate document processing and retrieving.

Barcode-Based Auto-Indexing: Efficiency Redefined in Document Management

Optix's barcode-based auto-indexing emerged as a revolutionary solution for our manufacturing client. By implementing this innovative, built-in ability within the Optix workstation, Optix drastically reduced manual

effort and increased accuracy in the document capture process. The workstation's ability to read and process Code 128-type barcodes ensured that documents were seamlessly indexed and associated with the correct orders.

Result: Efficient Document Management

Optix's barcode-based auto-indexing emerged as a revolutionary solution for our manufacturing client. By implementing this innovative, built-in ability within the Optix workstation, Optix drastically reduced manual effort and increased accuracy in the document capture process. The workstation's ability to read and process Code 128-type barcodes ensured that documents were seamlessly indexed and associated with the correct orders.

Enhanced Data Accuracy: The new system ushered in higher precision in data handling. Automating the indexing process through barcode recognition dramatically reduced the likelihood of human errors associated with manual data entry. Heightened accuracy meant that documents were consistently associated with the correct orders, minimizing discrepancies and enhancing overall data integrity.\

Reduced Manual Effort: The days of labor-intensive, manual indexing were replaced with a more agile and automated solution. The barcode-based auto-indexing script was responsible for associating documents with orders, eliminating the need for repetitive manual interventions. Meanwhile, the autofill configuration eliminated repetitive data entry tasks and enhanced data quality. This reduction in manual effort freed up valuable employee time and mitigated the risks associated with human error, contributing to a more efficient and reliable process.

Accelerated Document Retrieval: Swift and accurate document retrieval became a hallmark of the optimized system. The streamlined indexing process facilitated quick and precise access to essential documents. Whether searching for specific orders, delivery note numbers, or customer information, the manufacturing company experienced a notable acceleration in retrieving pertinent records. This newfound efficiency

allowed smoother workflows and improved response times to customer inquiries and internal needs.

This transformative shift empowered the manufacturing company to refocus on what they do best – manufacturing – while continually advancing their document management practices for sustained improvement.

Barcode-Based Auto-Indexing: Efficiency Redefined in Document Management

This success story showcases the power of innovative document management solutions that can benefit businesses across the manufacturing industry, such as automotive, electronics, discreet manufacturing, and more. Optix, in combination with barcode-based auto-indexing and other optimization strategies, empowers manufacturers to overcome document management challenges efficiently and helps maintain a seamless workflow.

[For more insights into document management solutions tailored to your business needs, don't hesitate to get in touch with Mindwrap's expert team. Your manufacturing facility can experience similar success and improved efficiency with the right document management approach.](#)