

# ELECTRONIC DOCUMENT MANAGEMENT

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## THE COMPANY

Established in Nov 2007, Little Me Nursery provide childcare and early education for children aged 6 weeks to 5 years.

## THE ISSUE

- Large number of filing cabinets storing information on current and past attendees. These take up a lot of office space and searching for information is a time-consuming task
- Data Protection is extremely important
- No Disaster Recovery solution in place

## THE SOLUTION

Document Data Group implemented a software package which can file and index all the nurseries records into a secure electronic filing structure with files retrievable at the click of a button.

*Nursery Manager Jennifer said:  
“Being able to remove filing cabinets has certainly been a great benefit to our office environment but more so is the ability to search for children’s files quickly in a data secure environment with a disaster recovery solution in place. In our recent Care Commission Inspection, we were commended for the efficiency of data storage. A great result for us!”.*

