optix.

Documents are input electronically from user desktops and scanned from paper. The bulk of all paper scanning is performed using 15 Fujitsu 4097 scanners. These were recently used to scan 400 boxes of medical records in under six weeks. Special purpose scanners such as the Vidar Truscan handle tasks such as input of plant site drawings. All scanners are interfaced using Optix scanner drivers.

To date, over 1.5 million documents are being managed by the Optix system with the total growing rapidly. In addition to archival storage of critical documents, Optix supports routing of new procedures and administrative forms throughout the enterprise. One of these is a chemical approval form, required to authorize the purchase and storage of new chemicals at the site. "Previously, routing and approval of this form took about six weeks. Using Optix, that time was reduced to three days," says Ms. Elsea.

Optix was able to replace several legacy applications used to manage paper records storage at three physical centers. Because of the ease with which index data can be imported into Optix, warehouse index records pertaining to boxes and storage locations were easily integrated, providing a single point of query.

This ease of integration also proved valuable to support requirements for generating eye-readable microfilm records for long-term archival storage. By exporting TIFF images and index data to a Novell Net server, BWXT Pantex was able to output documents to a Kodak Digital Science Document ArchiveWriter. The spool and frame numbers output from the Archive Writer were then used to update Optix databases.

Optix use continues to expand throughout the plant. Future plans call for automating additional document approval processes using Optix Workflow, and expanding Optix's record center management tasks.