



- Reduce Operating Costs
- Improved Quality & Controls
- Improve Quality
- Faster Turnaround
- No holiday, sickness or maternity cover required
- Peak period processing support
- Release skilled staff to focus on key business activities

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Outsourced Scanning | Enterprise Information Support

Scanning large volumes of paper based documents - whether to populate a new ds32.image system with an initial back-file conversion, or as an ongoing regular or ad hoc operation, involves a scale of activity often best suited to outsourced scanning.

Outsourced scanning typically results in reduced operating costs, and improved quality and control procedures and releases skilled staff to focus on key business activities.

Outsourced scanning consists of a number of important elements:

- Preparation – this is potentially a time consuming task, but is important as it ensures that the documents can be scanned to the highest possible standard, and includes a first visual quality check to identify unreadable documents;
- Scanning – the combination of industrial strength production scanners and trained operatives ensure an accurate, fast service – allowing your employees to concentrate on your core business activities;



- Data capture (indexing) - verifies and provides the index information in accordance with pre-defined, agreed parameters;
- Quality Control checks - to ensure accuracy of process. 5 stage QA process including random sampling.
- CD/DVD or File Transfer – once scanned and indexed, the resultant file is imported into ds32.image either by CD/DVD in a fully automated routine, or directly by File Transfer.



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- Return of original documentation - documents may be returned for storage, retained for storage, or alternatively documents may be destroyed by shredding in a fully audited process.
- Continuous guaranteed service - unaffected by absence, holidays, sickness, compassionate leave or the vagaries of temporary labour.

Outsourced scanning also enables Customers to benefit from the experience we have gained scanning and indexing similar documents for other Customers.

If offsite scanning is undertaken, the time between collection, scanning and return is kept to an absolute minimum. However, documents remain accessible, even whilst away being scanned and strict Service Level and Non-Disclosure Agreements are put in place.

Typical applications for outsourced scanning includes Account Opening, Mandates, Client Files, Accounts Payable, Loan or Employment records, Customer Correspondence, Contracts, Delivery Notes, Invoices and Insurance documents

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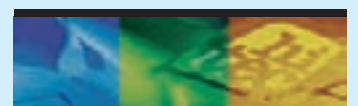
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