

Paper Documents & Records Quality Scanning & Indexing Service

Digital Process undertakes the scanning and the digitization of a wide range of paper libraries and repositories of all kinds for organisations wishing to migrate to a 'Paper-Lite' or 'Paper Free' business environment. This can be a simple paper archive to eliminate storage costs, Medical Health records to be loaded onto a digital management system, Operations and Maintenance manuals or maintenance schedules from an estates & property management department, to a corporate directorate or finance departments scanning for regulatory requirements.

We are extremely price competitive on scanning projects and we ensure the quality is at a level that is valuable and hassle free for our clients.

Technology Drives Cost Reductions

Our competitiveness is a result of utilising the very latest 4th generation scan head technology, which allows dual stream capture at the same time without any slow down of rated speeds of 170+ pages/340 images per minute.

We also use Flexible Document Separation using IDR (Intelligent Document Recognition). This means there is no need for manual document type identification at the preparation stage which further reduces preparation costs. We train the software to intelligently recognise different document types within any scanned batch of documents. The software still recognises bar codes, patch codes, OMR and zone/page OCR.

We can also automate any/all extraction/recognition processes with hot/watched folders reducing manual intervention and allowing scanning processing to progress 24/7. This means we can complete jobs fast, making it cheaper. Our latest technology also means there are no click charges to pass onto our clients.

Many bureaus still rely on 'click based' technology which is now expensive and out of date.

These are powerful 'price reducers' for our clients and 'time savers' for us as we can reduce manual intervention and run our processes 24/7. As such we can provide highly competitive scanning costs for a wide range of requirements, be very cost effectively but still retaining a high level of quality.

Image Compression Saves Money

To complement the above we can assist with the reduction of digital storage by compressing the final output to text searchable, fully compliant PDF/A images that can be read on any PDF reader including Adobe Reader. This drives a positive cost impact on any hosted service by reducing the digital space required to store data, and speeds up the transmission of these images over the web as they are web optimised. The OCR engine in our software can handle 117 languages.

Quality Assurance

Many scanning bureaus offer very low cost scanning services, but the results returned are often very poor indeed with missing images, imaged upside down, or of a quality that is cheap to do but sadly unreadable.

We often see libraries of medical documents returned with pages 'out of sync' or with missing record images, and this causes serious delay and hassle in rebuilding the correct digital records. Many projects have had to be run again due to this and the costs have doubled as a result.

Our Service Level Schedule ensures that this simply cannot happen when using our scanning service.

Scanning Service Description is subject to confirmation as each project differs, but our minimum service level included:-

- Document Preparation, De-Stapling, Un-fold, etc.
- High quality scanning at a minimum optical resolution of 300 dpi
- Automatic image enhancement (thresh holding & 4th Generation Scan heads)
- Rotation to ensure all documents are presented upright
- Conversion to Adobe PDF/Tiff format as required
- OCR Processing for Content Search across index fields
- 100% image review for quality and accuracy
- Indexing across one single field (Name/ID Nos/Project Nos) as a minimum



Options can include:

- Indexing across multiple fields
- Book Marking for Manuals (just like an index)
- OCR an entire document for 100% text search
- Document Rebuild after scanning
- Convert to PDF/A and Data compression
- Supply records on CD ROM
- Upload to our Web based InfoRouter EDM system
- Collection and Delivery

Quality Assurance and Staff Training

All of the staff working on scanning projects are fully trained and their work is fully QA checked by one of their supervisors who manage the scanning and indexing department. A tracking and audit system is used to count/check images scanned before/after the job is completed so we can report back to clients on a number of matrix.

Every single scanned document is checked giving a 100% quality assurance to all of our scanning.

We present documents in upright form for ease of reading as standard.

We can provide a random selection of 100 documents or records so that you can quality check them against the digitized image, before destruction/returning.

Certificated Document Destruction

Digital Process Limited can securely destroy documents once they are scanned indexed and uploaded. This destruction is fully compliant and certificated, as we contract to a specialist document destruction company, who provide fully compliant certificates for each batch of destroyed documents.



DIGITAL PROCESS

T: 01183 800940
E: info@digitalprocess.co.uk
www.digitalprocess.co.uk

About Digital Process Limited

We are a British software solutions and services provider delivering stunning state of the art, highly intuitive and competitively priced digital solutions and services that automate a wide range of business processes, saving considerable costs for UK businesses.

Our solutions and services deliver substantial operational efficiencies, increasing the competitive edge and customer service experience for a wide range of business sectors and indeed the public sector.