



Document Scanning



A full service document scanning bureau, built on over 14 years of experience.

We specialise in onsite and offsite document scanning projects encompassing a range of document types.

Our sophisticated document scanning bureau uses a complex combination of cutting edge hardware and software, combined with the most up-to-date scanning procedures, document controls and meticulous attention to detail, in order to scan and convert your documents into digital images.

Forming the core of our scanning bureau are a number of multi-application, high-speed, mixed document scanners that offer image-capturing capabilities up to 300 dpi optical resolution and burst mode speeds up to 429 pages per minute. With our ability to capture image details not readable by the naked eye - including fingerprints and high-quality colour photographs - we have truly redefined enterprise class scanning.

IBM ImageTrac



Streamline Your Business Today.

How the process works

Step 1: As soon as our scanning division receives your documents, the document conversion process begins. All documents are prepped for digital conversion by our prepping experts.

Step 2: Once prepped, our scanning specialists will carefully scan and convert your records using one of our top of the range document scanners, ensuring optimum results and clarity. Images can be outputted in the format you require i.e. PDF, JPEG, TIFF, etc.

Step 3: Upon completion of the scanning, your scanned images will be indexed to facilitate future retrieval.

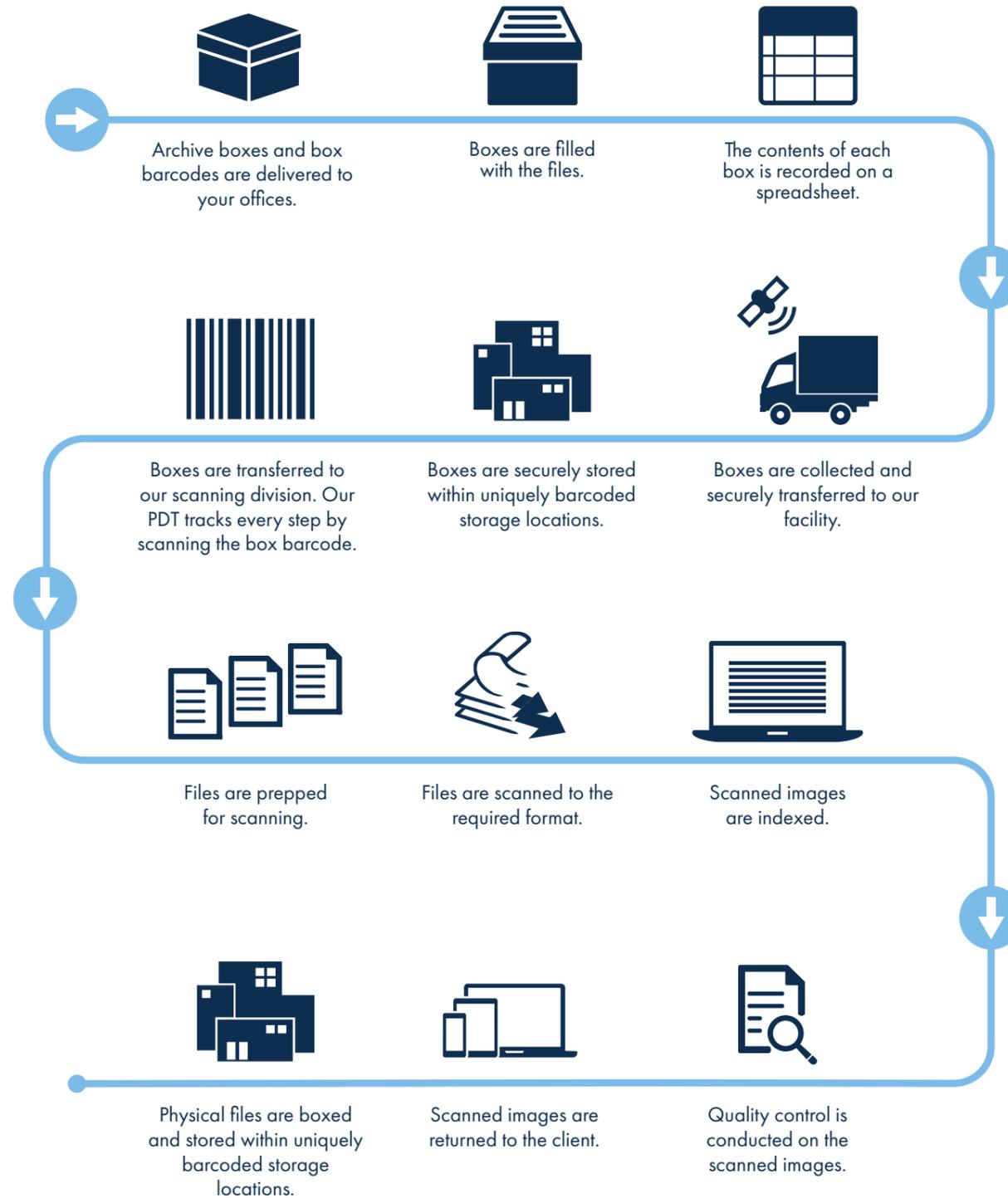
Step 4: When your scanned files have been indexed and quality control has been carried out, the files can be ingested into your in-house document management system (DMS), transferred to you securely via secure file transfer protocol (SFTP), returned to you via an encrypted hard-drive, or indeed uploaded to a cloud based workflow software.

Step 5: To complete the process we will then securely return your source documents to you in GPS tracked vehicles.

Alternatively, we can provide you with document storage within our highly secure records storage facility or we can securely shred your documents after written authorisation has taken place and we will provide you with a certificate of destruction.

Now is the time to create efficiencies within your organisation. Get in touch with GRM today to see how our document scanning service can be customised to meet your specific needs.

A typical workflow...



Deliverables

GRM will deliver the scanned images and associated deliverables back to you via an agreed method (e.g. encrypted hard drive or uploaded to an agreed document management system). GRM has experience ingesting data into Sharepoint, Oracle, SAP, and a number of other document management systems. For each document digitised GRM will provide the following:

- A high quality scanned image.
- Metadata corresponding to each scanned image.

Each file can be 'optimised' in size to ensure a more rapid retrieval from the document management system.

GRM can also provide text searchable files as we have deployed industry leading optical character recognition (OCR) software. This software converts any scanned document into an editable text document with a recognition accuracy of up to 99.8%. The adaptive document recognition technology retains the formatting and multi-page structure of original documents.



DocFinder

GRM have recently developed a user-friendly system that can search for scanned documents in a database. The user can then view the scanned document they were searching for and download it if required.



A Glenbeigh Group Company.
Visit www.grm.ae for more details.

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Benefits of Document Scanning

Save Time

Even in the most efficient physical document storage facility it takes time to search for particular documents. By digitising your documents you can find and view specific documents quickly and efficiently. Furthermore, all text can be converted to a searchable format.

Save Storage Space

As a computer server can store millions of files it's quick to see how it can save storage space. Once a file is scanned, the physical file can be shredded or moved to a secure offsite records storage facility.

Reduce Costs

Storing digitised documents is cost effective compared to storing physical documents. Organisations will also save processing costs as they will no longer have to pay employees to retrieve or refile a physical file.

Collaborate Efficiently

Photocopying and printing documents is time consuming and costly. By digitising these documents multiple users can view the same document on their computer at the same time.

Enable Disaster Recovery

A core element of a business continuity plan is a digital backup of documents. This enables a full recovery of all business critical documents if disaster strikes.

Recover Lost Information

During the scanning process files that were refiled incorrectly will reappear and they can be refiled correctly.

Maintain Quality of Original Document

Through general use physical files can become torn, faded or brittle. Scanning these files will capture the original quality which, through digital use, will not degrade.

Eliminate Re-filing

As digitised documents are not removed from a document management system, only viewed and download by authorised users, re-filing is eliminated. Therefore documents can never be misplaced.

Increase Security & Control Access

Scanned images can be securely stored in an online document management system, with secure login access. A full electronic audit trail can be provided, showing a detailed user access history.

Pricing

Glenbeigh Records Management will conduct an analysis of the type and volume of documents you require to be scanned before pricing it accordingly.



Glenbeigh Records Management (GRM) specialises in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

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