

Outsourced Document Scanning



Go Digital - Scan to Process
Not Scan to Archive

Improve Efficiency by:

- Reduced administrative overhead through faster easier access to documentation
- Reduced storage space requirement freeing up valuable office space
- Electronic file sharing between staff members
- More flexibility in working practices, location independent working etc.
- Lower cost of document management delivered by increased efficiency and space savings
- Improved document and information security

The benefits of outsource with Dajon vs. Insource

INSOURCE:

- Purchase costly scanning equipment and software solution
- Re-train existing staff to carry out scanning operation
- Ongoing costs associated with maintenance and support of hardware and software
- Valuable office space occupied by un-necessary equipment, paper storage and people

OUTSOURCE:

- Potential reduction in headcount due to administrative time savings
- No up-front capital expenditure
- No ongoing maintenance overhead
- Reduced management task enables increased focus on core business activity
- Increased efficiencies mean direct cost saving vs. alternatives
- Supports transition to fully electronic documents in the most painless way
- Full externally managed audit trail of scanning activity

The Dajon Process

PAPER PROCESSING

- Documents collected by Dajon including logging and boxing files for transport if required
- Bar code system to record all items collected
- All preparation including removal from files, de-stapling, de-enveloping etc. carried out by Dajon
- Files are sorted and classified into batches ready for scanning210

SCANNING AND DATA PROCESSING

- All files are scanned to PDF or Tiff at high resolution and indexed with relevant identification details
- Sub indexing and page level indexing carried out if required
- Intelligent OCR processing of scanned images to extract data to create indexing and meta data relating to the documents being scanned if required e.g. document reference numbers, names and addresses, line items and totals
- Scan date and time recorded with batch details and bar code number for audit trail
- Automatic and Manual checks by expert operators to ensure accuracy of meta data and image quality
- Items for long term storage or return to customer (e.g. deeds and some other legal documents) separated out for return or storage as appropriate

DELIVERY OF SCANNED OUTPUT

- PDF or TIFF images of scanned documents and/or extracted data can be made available using Dajon's on-line document management software. Alternatively output files can be returned on DVD or using our Secure File Transfer Protocol server over the Internet.
- Scan on demand facility for documents held by us during the scanning process so that if a particular document is required urgently, we will locate it, scan it and return it within an hour or so via SFTP or e-mail

STORAGE AND DESTRUCTION

- Processed documents placed into temporary storage at Dajon secure archive facility for pre-determined time to allow mail to be processed and any queries relating to the system to be handled
- Documents securely shredded and re-cycled on receipt of approval from client authority

