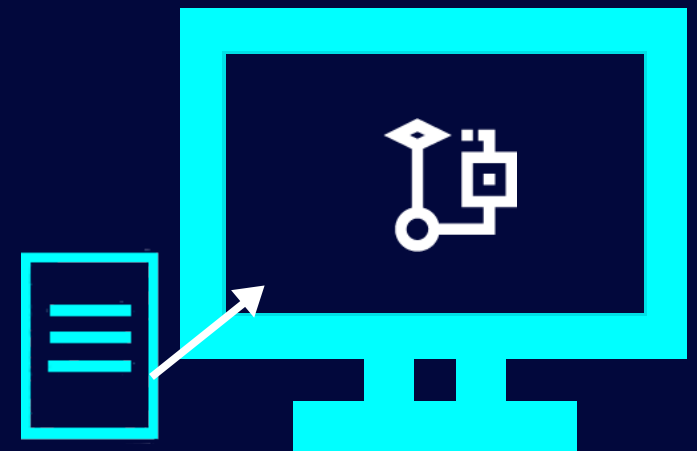




Scanning, Digitisation and Data Capture overview

We help our clients optimise their operations by giving them total, and crucially, instant access to their information. How? by converting our clients' documents - every one - into digital files.

We digitise documents using leading-edge image processing and data extraction technologies; providing you quickly and securely with clear and accurate digital information. We can extract critical data from incoming correspondence and structured forms and integrate our document management solution into your existing systems for ease of access to images and data.



Scanning, Digitisation and Data Capture - How it works

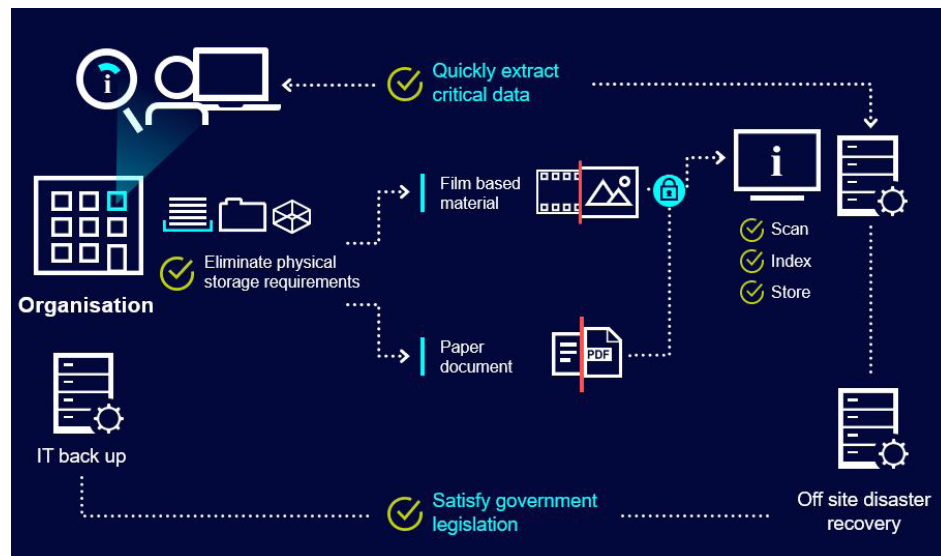
We securely collect and transport documents to one of our highly secure regional sites where they are logged and stored.

We use a range of hardware and software to digitise your information and can present it to you in multiple formats.

Documents are prepared for scanning by highly trained and accredited staff.

After scanning, each image is quality checked and then indexed to your specifications and securely transferred to you.

Paper originals are securely returned to you, destroyed or stored.



Benefits

- Readily accessible**
 Customer users access a single view of the data through a centralised solution
- Traceability and security**
 Improved records traceability and security, with work completed on ISO accredited sites
- Productivity**
 People can be redeployed into other roles rather than searching for physical documents or inputting information from singular documents
- Cost savings**
 Reduce costs and free up space – eliminating the requirement for physical storage, which means less money spent on storing and managing physical documents

Certified to

- ISO 9001
- ISO 14001
- ISO 22301
- ISO 27001
- ISO 45001
- BS EN 10008
- BS EN 15713

Types of digitisation

Bulk scanning

We can accurately digitise, catalogue and index your entire estate of stored paper. The documents are then made available to you via a fully and easily searchable web-based access platform, or via your own in-house systems

Day forward scanning

We can manage all of your documentation electronically and enable automated workflows

On demand

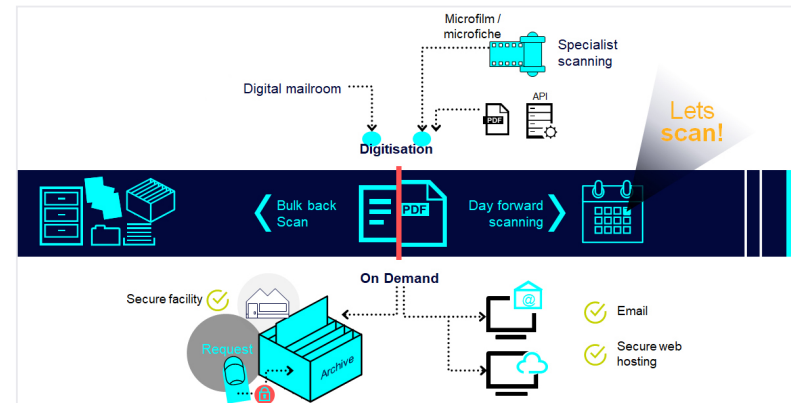
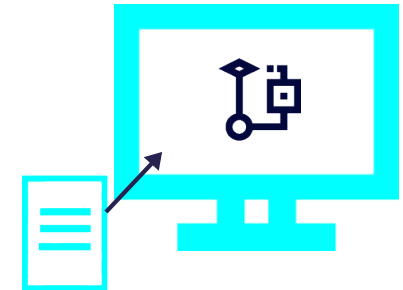
We can hold your archive in one of our secure facilities and supply digital images of information on request. The required record is extracted from the archive, digitised and made available either by email or through our secure web-hosting service

Specialist scanning

Our state of the art scanning services feature highly specialised equipment designed for the preservation and archiving of historical, delicate and rare documents.

Microfilm / microfiche

Digitising your microfilm and microfiche reduces reliance and risk of old technology whilst enabling the benefits of modern digitisation and access. We have a range of equipment to digitise different sized tapes, acetates and polyester based films.



Find out more at:

www.capitaintelligentcommunications.co.uk

Or contact us at info-cic@capita.com

0800 3134910