
Our In-Depth Scanning Process

1. Collection

Fast, secure, and convenient! Whether you have a box to collect or would like us to organize a collection of hundreds of boxes, our logistics team will work with you to arrange the collection of your documents at the most convenient time for you and in the most cost-effective way possible.

Onsite packaging - If you need additional onsite assistance in removing documents from your filing cabinets, boxing up and cataloguing files for collection or requiring us to collect from a third-party storage supplier's facility, we can handle it. Our experienced operations team can work with you to arrange the required resources to ensure a smooth collection process.

Packaging supplies - We can supply all types and sizes of secure storage boxes and recyclable containers as well as packaging material for any fragile and old items such as books, negatives and heritage material.

2. Preparation

Prior to scanning documents, we go through the files and remove any document fasteners, such as staples, paper clips, treasury tags and post-it notes, to ensure consistent processing. All documents including attachments and receipts are kept in their original order to ensure a smooth and accurate scanning process takes place and to guarantee the quality of all documents scanned effectively..

3. Scanning

We use the latest document technology, so our scanners are equipped with ultra-sonic double-page-feed sensors, automated color detection and image optimization technology to ensure optimum scanned image quality.

General documents - We can scan documents either in black and white or like-for-like as per originals, our document scanning equipment can handle document sizes as small as a train ticket.

4. Image Cleanup

Once scanned, our integrated image processing applications further enhance the image quality by removing any unwanted scanned area, removing black boarders, de-skewing images, adjusting image background/foreground, optimizing image contrast, sharpness and file size.

5. Indexation

Indexation is applied to enable structured filing, identification and retrieval of documents. Depending on how the original files and documents are stored or retrieved, we can use the same criteria to index documents into the required filing structure. Following is a typical index criteria that is used for general indexation of documents:

- Title
- Reference number
- Date

OCR - Optical Character Recognition can be applied to enable content search and to convert scanned images to text searchable PDF format.

6. Quality Control

Rigorous quality control checks are applied throughout the document scanning and capture processes, as well as a separate dedicated department is allocated to perform quality checks.

7. Finalization

This includes the final checks in conversion of the data into the client's required format, storage medium, database imports, cloud system integration (where required) and encryption.

8. Delivery

The final scanned data can be supplied either on a DVD, USB stick/drive or downloadable to a secured [BOX.com](https://www.box.com) once or twice a week. The originals can be:

- Returned
 - Stored
 - Shredded
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