

SCANNING SERVICES

DRS knows that accurate and timely scanning can be a vital element of a good data storage service. Our highly professional Scanning Bureau has been in operation **since 2000**, and scanning services are also located at every DRS storage site, offering 'scan on demand' retrievals for your images.

We can scan all kinds of documents and media, for a wide range of applications including:

- * Finance
- * Legal Documents
- * Pension
- * Medical
- * Correspondence Files
- * Project Files
- * Insurance
- * Planning Applications
- * Payroll
- * HR
- * Quality Records
- * Proof of Delivery

IT'S UNLIKELY YOU'LL
HAVE SEEN ONE OF OUR
VEHICLES ON THE ROAD
UNLESS YOU LIVE IN
ONE OF OUR STORAGE SITES

Ready

BUREAU SCANNING

- * Using the latest scanning technology, both hardware and software
- * Colour scanning to all sizes
- * Back-scanning projects
- * On-going scanning work as part of companies' EDMS requirements
- * Bookmarking and linking for speedy access to information
- * Full data-capture for indexing
- * Large format; A0/A1/A2 at resolutions of up to 600dpi with colour options
- * Scanning of books, maps, plans, drawings, site surveys & building control documents
- * Output as required i.e. PDF, TIFF & JPEG
- * Consultancy provided by Scanning Professionals
- * All work completed to a strict Quality Management process

SCAN ON DEMAND

- * High performance scanners at every DRS site
- * Selected documents scanned and images sent to clients – no need for repeat retrieval
- * Highly secure methods of delivery; posted on the On-line System, dedicated line, website
- * Same Day
- * Easy to access by multiple users and can be distributed to multiple third parties
- * Secure image retention arrangements with DRS
- * Original document always stays in the secure store

DIGITAL MAILROOM SERVICE

- * Bureau receives daily postal deliveries on behalf of clients (either from the clients themselves or from external sources)
- * Post opened and contents scanned
- * Images provided to clients by preferred delivery method
- * Paperwork stored in bar-coded boxes and this information supplied to client

MICROFILM CONVERSION

- * Microfiche (inc. jacket)
- * 16mm/35mm roll film – black and white / colour microfilm
- * Aperture Cards – punched or non-punched

DATABASES & SPREADSHEETS

- * Data input services using highly experienced operators
- * Database and spreadsheets as part of indexing requirements
- * Database and spreadsheet projects

IMPORT INTO YOUR SYSTEM

- * Close relationships with many of the major systems suppliers
- * Scanned images provided with related metadata in suitable export formats
- * Easy uploading into client systems

We have provided scanning services for input into the following applications:

- | | | |
|--------------|------------|-----------------|
| * Alchemy | * Anite | * Comino |
| * Documentum | * FISH | * Keyfile |
| * PaperClip | * Scanfile | * MS SharePoint |
| * Valid | * Wisdom | * Zyimage |

plus many others



DRS Ltd · PO Box 57 · Heywood · Lancs · OL10 1FG

Sales Enquiries 0800 0687196
sales@drs-ltd.co.uk www.drs-ltd.co.uk



Your data is in safe hands