

# DOCUMENT IMAGING SERVICE

## Document Imaging Service

Document imaging presents a new way to improve your operations. Immediate access to a wide range of documents—everything from e-mails, to engineering drawings, to invoices, to lab notebooks—provides a significant, but often hidden opportunity to cut costs, improve decision-making, safeguard and streamline your entire organization. DataSafe will prepare, scan and index your business records, providing you with unprecedented convenience and immediate availability. Our thorough quality control process is unique in the industry, and we code a connection between your digital images and their original hard copy documents.



### Quality-Control Before, During and After

Before starting, we look at every document to ensure it is prepared for an accurate scan. After scanning, every image is again reviewed to make certain it is clearly recognizable and readable. Questionable images are always rescanned, and we always perform document-to-image counts. Our goal: 100% accuracy!

### Detailed and Searchable Indexing

Documents are identified with separator pages which carry code to identify document type and as much specific information about the document you require. Images are found faster and more accurately during searches while lost images are prevented.

### Maintains Link to Original Documents

Only DataSafe ensures your digital images are forever linked to their original documents, which are protected in our secure Records Center for speedy retrieval if you ever need them. We also archive digital copies of all your images for total peace of mind.

### Multiple Access and Distribution Options

We'll provide you with CDs of images for use in your own database (keeping copies in our Media Vault), or we can catalogue them via an ASP model on our secure servers, available 24/7 online.

## Client Process Flow

