

Document Scanning

Contract Services

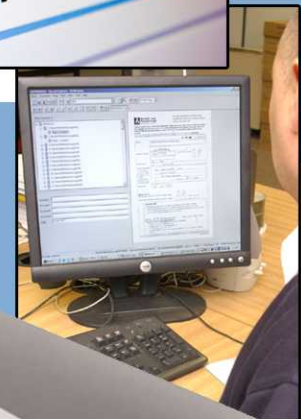
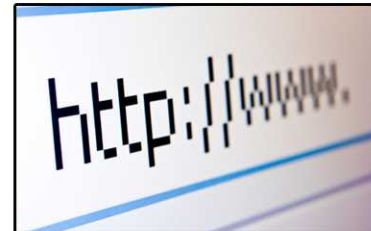
Information is important, essential even. In the modern business world, a company can succeed or fail on the availability of information and we are constantly looking for easier, faster ways to get it.

the heart of the matter

Many organisations are improving their access to information, saving space and reducing the amount of paper consumed by adopting electronic communications. Almost everybody now uses e-mail, and many service-conscious companies and public service organisations are migrating to an electronic document imaging environment.

At the heart of a fully electronic system there will be an Electronic Document Management System (EDMS), into which documents received, documents output (e.g. 'MS Word' and e-mail) are stored by customer, project, case, property etc. for immediate retrieval.

The installation of an EDMS is a major project and can be costly, particularly if it includes the back scanning of old files and day-to-day scanning of new documents. Cave Tab can provide you with a full contracted service that will mean that you can embark on the journey towards electronic files without the headaches and one-off costs that would be involved if doing this in-house.

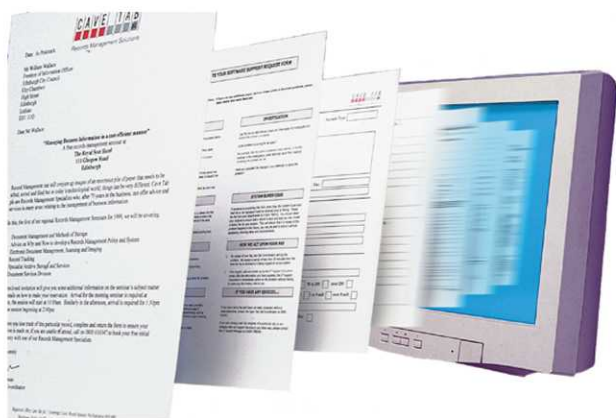


a five point plan to a healthier system



We can provide you with:

- ▶ Consultancy and planning services to scope and define your EDMS.
- ▶ Hosted EDMS services, through which we hold your images in a secure database.
- ▶ An immediate enquiry service from your network desktops.
- ▶ Daily scanning and upload of your new documents.
- ▶ Back scanning of old files as needed.



safety and security

This service requires no investment for in-house equipment and software, no implementation pain and will be transparent to the end user, who will not even know that it is a hosted service. Your data will be managed by fully resilient image file servers, with proper back-up and security. Data transfers will be over a fully encrypted secure line and access to documents protected by password and authority levels.

testing the water

Images will be held in a standard format, such that the outsourced image database can be migrated to an in-house system if ever you decide to do this. This will enable you to 'test the water' for EDMS services before you finally commit to an in-house operation, or could provide a temporary solution whilst implementing your own system. The service will be provided under a Service Level Agreement and will be on an annually renewable contract.

For more information, we have produced a white paper with example costings, which describes



some of the approaches that can be taken to this proposition. If you already have an in-house EDMS, you may wish to consider our Electronic Post Room service. A white paper and sample costings for this service are also available. If you would like a copy, please email info@cavetab.co.uk.

Records Management Solutions

Cave Tab are Records Management specialists covering all aspects with a wide portfolio of products and services from conventional hard copy filing systems to the latest EDMS software. Our wide ranging experience in all areas of Records Management make us ideally suited to advise on and implement corporate-wide change.

From the initial application design through to structured implementation and ongoing comprehensive support, Cave Tab are committed to supplying systems that improve your success.

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