

Document and Diagram Scanning Services



Features:

Collection or delivery to/from your premises

All sizes catered for - large A0 drawings to business card size

Scanning, indexing and retrieval of files using a Windows based document management system

Output to variety of formats:

CD, DVD, web, ftp

Colour and black & white scanning support.

Comprehensive document referencing and retrieval with up to 10 index fields, keywords and full text search.

Annotate documents

OCR

E-mail



Collecting, validating and scanning information is a monumental task for organizations that don't have the proper tools or the necessary manpower required to succeed.



Using Dataspace high-speed production colour and monochrome scanning equipment, skilled staff prepare, scan and index huge volumes of paper each day. This ensures that Dataspace prices are competitive but ISO 9001/2000:BS5454* accreditation ensures results are never compromised on quality or service level.



Document capture sizes range from A7 (business card) through to A0 size (architectural plan diagrams) and are captured as B+W or colour electronic images and saved to Raid 5 replicating protected servers for ultimate protection.



Independently audited, Dataspace scanning solutions have the facilities that enable it to be used in a manner compliant with the BSI DISC Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically (BIP 0008:2004).

Documents can be stored with greater confidence and peace of mind. All information stored and managed by Dataspace is secure – however a client chooses to access images.

Dataspace offer clients' a range of flexible, modular solutions employing the latest technology from our partners including Dell, Canon, Fujitsu and Kodak.

Whichever format is used to publish the images, CD/DVD, ftp or web based browser, sophisticated indexing and search engine tools make locating documents and images easy. Once in view, images can be printed, resaved or emailed as attachments. All user actions whilst logged on to the web server are fully reportable to the system administrators and regular reviews will define which users are accessing the most data, printing more pages or performing other actions, especially useful when monitoring departmental expenditure.

Advanced OCR (Optical Character Recognition) software enables instant and accurate capture of all printed text as well as barcode recognition (3 of 9, 3 from 7, 128 etc). ICR (Intelligent Character Recognition) enables accurate capture of handwritten characters and OMR (Optical Mark Recognition) recognises tick boxes and is ideal for surveys or questionnaires.

Business information and data is critical to the success of any company and Dataspace acknowledge that valuable documents and forms require special attention.

For details of our other services please see info sheets on:

- **Archive Storage & Record Management**
- **Confidential Destruction**
- **Archive Bunker**
- **Back-up and Media Vaulting**



Bureau Services:

Volume copying

Binding & encapsulation

Scan to CAD

Plan copying & printing

P.O.S. printing

A0 scanner and high resolution printer

