

HANDLED WITH CARE

Scan-on-demand

Moving from physical to digital at your pace

For decades we've all been talking about moving to a paperless office; to an environment where everything is available online, immediately accessible and stored securely. But, for the majority of organisations, getting there isn't as easy in practice as it appears in theory and the prospect of back-scanning all their documents can be daunting.

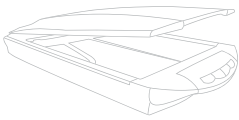
Wincanton Records Management (WRM) has designed its scan-on-demand service to manage the movement of your important information from paper to electronic media in an efficient and cost-effective way. By combining our experience in document storage with our expertise in electronic data we are able to create a scanning solution which is best suited to your needs.

The service is simple – we will store all your documents at our secure premises and as soon as you request a document we will locate it, scan it and return it to you safely and securely in the way that suits you best. You can opt for it to be sent to you through a security encrypted email, via a secure FTP site or via our free, online web portal, WinQuest, which is accessible to pre-screened authorised users from your organisation. If the WinQuest solution is chosen then we have the ability to retain the images for you, so they can be linked to the physical item and retrieved as required. The response is immediate and the electronic document accessible, whatever your location.

Benefits of WRM's scan-on-demand service are:

- No capital investment and reduced in-house storage costs
- Instant, global access to documents as you need them, now and in the future
- Seamless integration of electronic data into existing processes
- Complete accessibility to your physical records
- Secure and safe electronic delivery of both live and legacy physical data
- Secure transition to support electronic strategy
- Scan once, retrieve many times





Scan-on-demand cont.

Our scan-on-demand service provides organisations with a low-risk solution to moving their paper documents into an electronic environment. By scanning documents as and when they are needed, companies can gradually build up a digital repository of information. The solution effortlessly prioritises the records transfer, with those documents in demand being requested and hence scanned within the early adoption days. Other archived records may never be requested and will stay as paper documents, securely stored within WRM's facilities, still accessible if they are ever needed.

The service can be as flexible as required, customised to each customer's individual needs. WRM's experienced staff truly understand the critical nature of a company's information and will therefore handle every record with the care and attention it deserves.

And if, once transferred to the digital environment, the paper document is no longer needed, WRM can provide a cost-effective, confidential and environmentally-friendly destruction and recycling service. This comprehensive service is fully compliant with both industry sector governance and legislative law, delivering a complete, information compliant solution from creation to destruction.

Scanning project services

For organisations that simply want to transfer all their records into electronic files in one go, WRM can deliver a fast, efficient process for large scanning projects. By transferring all paper documents to a digital environment, companies immediately reap the benefits of accessible, searchable and reliable information at their fingertips. This approach immediately eliminates the need for internal filing facilities as paper documents can be managed off-site, and also greatly reduces time wasted searching for documents.



For further information about our comprehensive scanning services, please phone us on 0870 90 88 000 or email info@wincantonrm.co.uk.

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