

Document Digitization Presentation



Solution Overview

What is Document Digitization?

It is a computerized form of information filing and storage, which utilizes today's technology to capture information, generated and documented by an organization and stores these documents in a legally acceptable electronic format.





.....Contd.

Document Digitization is essential, but it is definitely not the core activity of most organizations that require it. Offshore Outsourcing such data Digitization activities enables a company to concentrate on its core activities while the experts can handle the conversion work efficiently, ensuring quality results. The company saves time, effort and money on a process that would otherwise be too tedious if performed in house.

Document Digitization is an inevitability in this age of information due to its vitality for any organization. For a business to operate effectively information needs to be easily available. Most information or data is stored in the form of paper files or reports, which accumulates over the years, leading to data damage and loss. It is a cumbersome procedure to obtain necessary data when it's really required.



Disaster

This could be your company !!!



What happens to your files..... ?



Solution Scope

We can generally offer this scanning service on-site as well as off-site, and scan as many as 30,000 pages per day.

Scanning of both high volume and low volume small format documentation. Typically 20,000 A4 sheets of paper can be scanned and stored on just one 650Mb CD ROM. Therefore many filing cabinets, that are generally expensive to store and locate can be squeezed down to a few CD ROMS.

Fastest colour scanning in its category—up to 134 images per minute.





Solution Scope...contd

Scanned information can be supplied in many different formats. Standard formats are as follows:

TIFF (Tagged Image File Format) the most standard raster format.

PDF (Portable Data Format), which can be a simple raster scan or can include.

OCR information, for cutting and pasting to other applications.

GIF, generally used for internet applications.

JPEG for colour images.



We can scan information straight into:

CD ROMs

DVDs

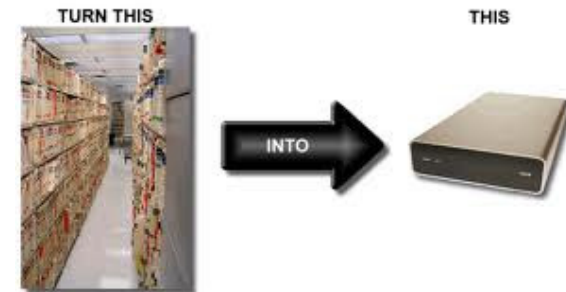
Hard Drives

External Drives

Shared Network Drives

Portal Solutions – Sharepoint, Plumtree, Vignette, BEA, Oracle 9iAS, e.t.c

Databases – Access, SQL Server, Oracle, Interbase e.t.c





INDEXING

DOCUMENTS ARE INDEXED TO YOUR SPECIFICATION MAKING IT EASY FOR SEARCHES AND RETRIEVAL.

organizations have traditionally relied on paper filing systems for document storage and retrieval. However, paper records are extremely difficult to manage because they have to be stored in and retrieved from only one place

Electronic document management systems ([EDMSs](#)) solve many of the storage and retrieval problems inherent in paper filing systems while simultaneously reducing business costs.

Effective indexing can add value to the organization far beyond mere speed of retrieval by enabling users to retrieve documents in many different ways.





Benefits

Some of the benefits of implementing our solutions are:

- **Elimination of filing activity significantly reducing labour cost.**
- **Much faster and easier access to business documents permitting more timely business decisions and improving productivity**
- **Freeing up office space devoted to the storage of business documents**
- **Elimination of lost or misplaced documents**
- **Elimination of document duplication and distribution costs (e.g. photocopying)**
- **Secure "for your eyes only" document access**
- **Digital backup for protection from loss through disaster**
- **Elimination of microfilm equipment, supplies and maintenance costs**



Features

Examples of documents which we process include the following:

- **Personal Documentation**
- **Invoices**
- **Delivery Notes**
- **Finance Records**
- **Record Drawings**
- **Structural Details**
- **Landscape Designs**
- **Building Plans**
- **Legal Files**
- **Technical Drawings**
- **Seismic Logs**
- **Seismic Sections**
- **Correspondence Files**
- **Project Files**
- **Airway Bills**
- **Architectural plans**
- **Area Maps**
- **Engineering drawings**
- **Medical Files**
- **Operators Manuals**
- **Maintenance Manuals**
- **Vouchers**
- **Photographs**



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Why Aricom Solutions Ltd?

- **Faster turnaround times for your Projects.**
- **The software to access, view, print and fax documents is included for no charge.**
- **Documented quality control checkpoints ensure the highest quality of service.**
- **Maintenance of confidentiality of information from your employees.**
- **Predictable Costs because you only pay for what you need or use.**
- **The comfort of knowing that the process is in the hands of professionals.**
- **You don't need to buy the hardware (scanning, auditing and indexing workstations).**
- **You don't need to buy the software for scanning, indexing, OCR, etc.**
- **You don't need to pay for service and support contracts from the hardware.**
- **Leverage application expertise**



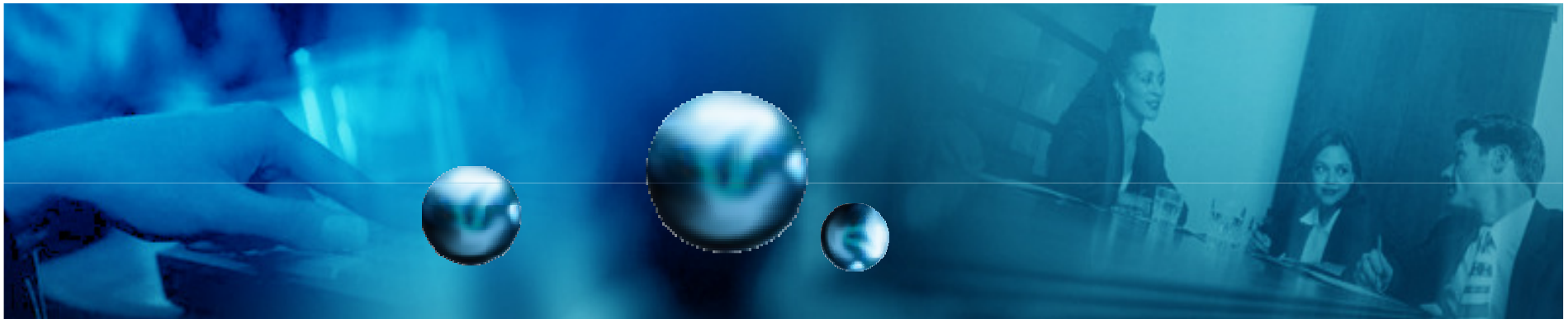


Clients

- **Wapco Lafarge Cement Plc**
- **Estaport Nursery and Primary School**
- **Lagos Business School**
- **Cordros Capital Ltd**
- **Tino Electronics Ltd**
- **Astralogica Nigeria Limited**
- **Guarantee Assurance Plc**
- **Knightsbridge Nigeria Limited**



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