Things You to know about Document Scanning
BEFORE YOU DECIDE!

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PART 1 - SAVING

PART ONE SAVING

TRUN YOUR FILE ROOM INTO A BREAK ROOM

What you need to know to organize The Document Jungle!

MONEY
REDUCES
OPERATIONAL COST

SPACE
ALLEVIATES THE NEED
FOR FILE CABINETS

TIME
EMPLOYEES CAN
LOCATE A FILE EASILY

DATA
DATA
SAFEAND BACK UPS

FRUSTRATION
ALL FILES ARE IN
ONE LOCATION

ADOPTING A STRATEGIC APPROACH TO MANAGING DOCUMENTS– SAVING MONEY

Many businesses are taking steps to reduce the amount of paper in the organizational process. This trend is particularly important in industries where highly regulated document retention is required. Information documentation requirements can be achieved by an organized and controlled flow of the documents. The most efficient process to achieve a compliancy is by adopting astrategically structured document management solution.

WHAT IS A DOCUMENT MANAGEMENT SOLUTION?

Scanning a paper document moves unstructured data to semi-structured data. BUT this is not all; choosing the proper software, hardware, business flow and indexing is also a part of the plan. The document management solution is the package that best fits the needs of the company by ensuring the information is easily available and secure. An experienced scanning company like WeScanFiles.com has knowledge of the best hardware and software in the industry. Spending years perfecting the secure accurate scanning of documents brings confidence to the mission. The scanning company that is chosen, should be able to act as a project manager, organizing and advising on the project as well as scanning archive files. What can your organizations hope to achieve by digitizing paper documents through image scanning and document management platforms and solutions?

- Reduce operational costs
- Enhance the efficiency of workers
- Assist in retaining regulatory compliance
- Ensures retention and retrieval of documents in the event of a disaster

- Alleviates time degradation of documents
- Provides the ability for multiple users to access files at the same time
- Creates ease and ability in adding information to records and files as needed

Business leaders often plan theprocess of their product or service in a detailed strategic business plan or outlook; planning every function of their business. As a business grows, document management can be the most important factor in efficiencies and may also be the most overlooked component of efficient managing. To spend time and a lot funds to document management becomes more and more necessary as the paper jungle grows. Unorganized file choices can hinder maintaining a quality growing business.

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CREATING DOCUMENT FLOW

Once, the digitization initiative is determined to support the organization's vision and strategic objectives, a Document Flow should be devisedand demonstrated. The Document Flow will determine visually, how the project will best obtainthe strategic objectivesof the overall business plan.It is very important to utilize the expertise of the scanning project manager during this part of the project. The scanning project manager should be available for meetings and assist in determining software and hardware needs, as well as ongoing expenses to maintain the continuance of the organized files

SOME QUESTIONS TO CONSIDER IN CREATING DOCUMENT FLOW:

• Is the business focus on productivity? The documentflowshould show how digitization will simplify your business processesand reduce costs.

• Is the business focus on improving service?The Document Flow needs to demonstrate how digitization will allow your organization to better meet the needs of its clients and partners.

• Are governance concerns a major business priority? Then the Document Flow should show how digitization will improve the management and retention of businesscritical documentation and improve accuracy and data integrity

Knowingly, each company has different goals, and organizational needs. Therefore, more questions may need to be considered in the Document Flow. If there are other questions to add, remember to address them in the Document Flow determination stage.

MAPPING OUT THE DOCUMENT FLOW

• Understand what works well in the current document process

• Identify common usage patterns across business document processes

• List what needs to be accomplished in the Document Flow

• Understand where the challenges and areas of inefficiency lie and the areas where there is opportunities for improvement.

Once this is done, a flowchart listing responsibilities, software and hardware can be established. A determination of the indexing and organization for each department, or the company as a whole, can be organized. Inventory of the documents that need to be archived should also be determined. Planning the indexing process and how to inventory your boxes or cabinets of documents, is critical if you have several years of stored documents to scan.

Flowchart / Indexing/ Inventory

If you have just a few boxes, this will not take long, but some companies may have hundreds of boxes. In this situation, inventory of the scanning and archive is a must. Doing the upfront meetings and organization will assist not only the scanning company project manager to meet the goals properly, but also the company contact that will ensure these goals are met. It is a team effort to get this change accomplished as efficiently as possible.

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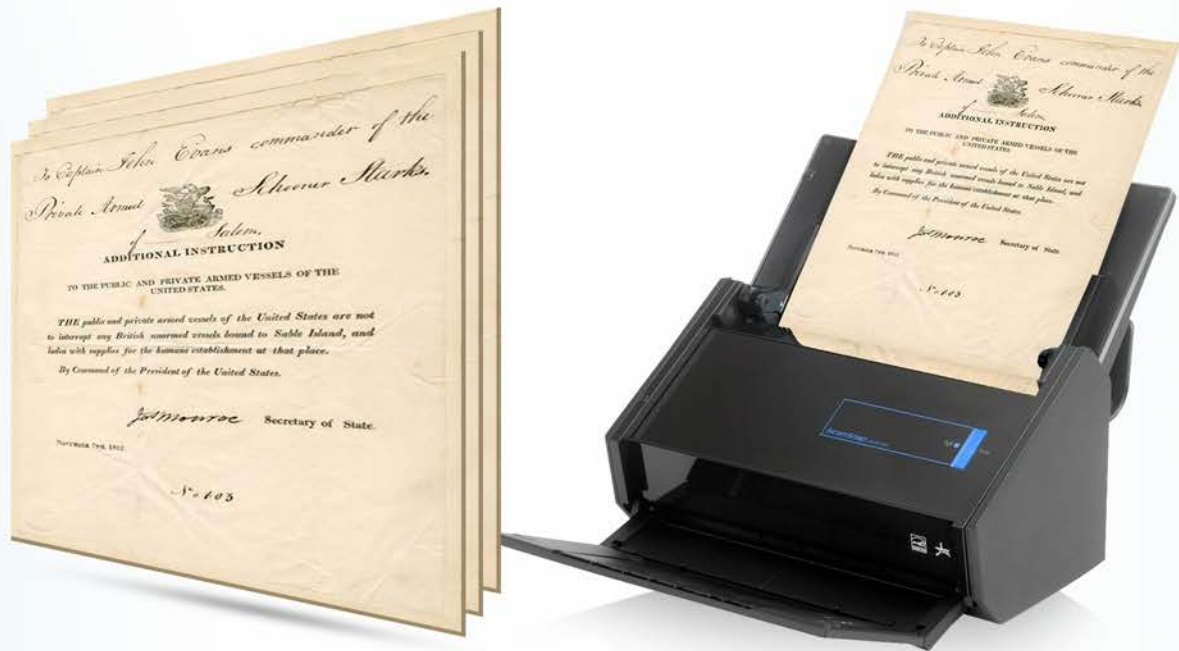
ROI

Perceiving the Value of the document management solution will be noticed in time of work flow,space in the office, and less frustration of employees and clients. Once the best software, hardware and business process has been determined, the scanning company will begin the organization and archiving of the hard-copy files that are stored in the office area.

Archiving and day forward can be accomplished simultaneously if the project is managed in an orderly way. As the project and training are completed, the implementation of the workflow and business process management technologies will be put into practice. A recognition of improved production management, performance andability to monitor work flow should be an achievable value.

All companies are looking for a way in which the realhard-dollar savings of a new management process can be perceived. Hours that are largely manual inpaper-intensive environments will become less about the paper and more about the information on the paper.
This is an investment in the growth of your company. As it gets larger organized document storage is a must. If the company is already feeling the pain of the paper jungle, than you know the benefits can be extensive.

Making you documents electronic – some documents never have to be paper. Electronic documents can be designed per your company needs so that scanning in the future is not needed. The signature software can apply and give a legal signing of the document without printing it on paper.

The plan you need is what will make your company most successful in the future.

SPACE

Long Term record retention can be necessary for government regulations or client information archiving. It is good to be in business for many years, but problems can develop in the file records system. Here are a few:

• Your company funds goes toward per square foot storage and not to your original business plan.

• You can no longer see your workers because they are surrounded by the big metal file cabinets.

• There is no room to add employees because there are too many file cabinets.

• Climbing the ladder to retrieve files from years ago can be dangerous and dusty.

Growth-Success is great but with it, comes the need for better organization. How much money could you save just by restoring the file space to productive work space? Not to mention the brighter work environment.

Storage Space -Without a smart strategic approach to managing your documents, the storage could be a considerable source of frustration, eating up space and money as time goes by. Make sure the scanning company that you select is able to give you sensible solutions that aren't just temporary "quick fixes." They should be able to help you think about the future. WeScan-Files.com is a team of experts who will analyze your organization's processes, creating customized solutions that will assist inthe growth with your company.

Reorganizing your document management flow - The processes we use ensures a smooth transition from your current records management system into a new and more efficient one. We do not take up any space in your office. In fact, we will store your documents for FREE at our off-site facilities while we scan your documents. For sensitive records that must not leave your offices, we also offer on-site scanning services.

Your organization is unique - Your organization and deserves one on one attention. Scanning and document management should always be pliable. No one company can fit the norm. WeScanFiles has been in business for years and knows that no two companies are alike. Needs of the document access, indexing, and storage preference vary from company to company.

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Time is not always considered in the document management strategic plan, but should be one of the biggest returns on investment that a company will see.

- Improved office document work flows
- Ease of document retrieval
- Access to records by remote locations
- More robust disaster recovery
- Compliance with retrieval laws

Document Workflow – is an important part of organizing the process of your company. Include the workflow of paperwork in that plan so that everyone understands the expectations of the office. Teamwork is of most importance, and the flow of documents should be understood by everyone. Elevating the issues of losing the document on a desk or not initiating the proper information for a file.

Document Retention –In the office setting, several workers can access a single file at any given time, or at the same time. These documents can be retrieved, printed, or emailed as needed.

Remote Location access -documents can be accessed in remote locations. Phones or iPads can utilize the document management platform from anywhere. Access is

determined by the company so that only those you want to be in the remote login, have access.

Disaster Recovery of Documents - is a must. Fire, flood, tornado or hurricane, can break down a company in a moment. Your company can go from organized and efficient to out of business in a day. With your information of clients, and pertinent documents off-site in a cloud or server back-up, you can know that getting back to business will be easier.

Laws for document retention - vary from industry to industry. However, we all know the IRS and other legal matters can demand we keep records of business transactions. The hope is that there will be no audit or legal battle, but the security of knowing that all of your business dealings are achieved will give a peace of mind in the event it happens.

A key part of strategic success for any business is data, files and any other form of information. If this information is hard to find because of a faulty or messy filing system, too much volume, misfiled papers, or for any other reason, then time is lost and when time is lost, money is lost. One study found that office workers spend over 40% of their time looking for information. Any business which has a huge backroom full of documents in a system that is not working for them, is losing valuable time and money. The power of a good digital imaging system can be a great solution for these businesses.

Finding a document is easy and quick with the search function of document imaging. Key words or phrases for each document index and link it for speedy recovery. Freeing up office workers to do other more essential tasks is just smarter and much more economical. In addition morale and atmosphere improve as well as customer satisfaction since your whole office takes on a more professional "on top of things" feel.

A well-managed document imaging system, reduces the time to access documents from 20 minutes to less than 20 seconds. Think about it. Instead of that cavernous backroom, we called the stacks, filled floor to ceiling with boxes of every receipt, document, meeting notes, etc., filed mostly by some antiquated "logical" (to someone retired) system, you have a search engine icon on your computer that brings up the image of the document you want in less than a minute. You have just saved over an hour's salary, a lot of frustration, the cost of rent for that backroom, and the cost of a file cabinet. Your customer or board is pleased with how quickly you can resolve issues and you are smiling.

Another time saver is the fact that document imaging can be accessed from anywhere. Even mobile devices can pull up that file to discuss with a customer on site. Diverse business locations can all have access to vital information without wait times caused by now outdated courier services. The benefits are phenomenal and continue growing as business steps forward into this new world of document imaging.

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ALL THAT AND SAVING DATA

The top three reasons that Digital Imaging for documents is growing by leaps and bounds is it saves time, money, and space. However, those three leave out other essentials like catastrophe recovery, accuracy, indexing for cross referencing, multi-location usage by more than one user at a time, and the list goes on. As the industry grows so does the list. New uses for imaging are developed by customer needs daily.

The medical field has gone almost paperless with its expansive use of digital imaging. Each patient generated more than 50 sheets of paper a visit and much more than that for an intensive follow up. Important lab results, x-rays, scans, bloodwork, doctors and nurses notes, consults,,,, all of this amounted to many reams of paper and resulted in rooms full of files that had to be maintained and retained for years. Now each patient takes up a small amount of digital space and records can easily be sent from one location to the next. Patient results can be printed out along with pictures, charts, and follow up instructions. What used to take 2-3 weeks can now be in the patients hands in a few minutes.

Real Estate offices have also found the miracle of digital imaging. Think of the files that accumulate on each piece of property. Contracts, land plats, offers, etc. all generate reams of paper which have to be filed and retained for years. Imaging these files and indexing them so that they can be referenced quickly and easily has accelerated the sales process as well as insured accuracy for title and deed filing at the courthouses.

Lawyers are finding that document imaging makes their lives so much easier. Everything from disclosure to discovery to filing is now astoundingly simpler and more accurate. From the courtroom to the business office document imaging is saving them time and money. It is relieving a great amount of frustration by providing everything they need for a client by a single indexed search and rendering clear images of detailed documents or graphics. They also have detailed records of who had which document when and what changes were made during possession of the document. This alone gives a valid tracking system that is often needed in litigation.

Everybody from large corporate business to small business is finding that document imaging is making their life simpler, more economical, and safer. Paying square footage rent of over $20/sf for massive filing cabinets is a total waste and even worse is paying an employee for a scavenger hunt for a document that may take weeks to find. Corporate America is trimming a lot of fat by going with companies like WeScanFiles to set up document imaging and storing. A reliable company like WeScanFiles can come in, assess your need, and offer a solution that will have you saving money, time and frustration, and leave you smiling all the way to the bank.

FRUSTRATION

If you are reading this document, you must be experiencing an amount of frustration or worry over your document retention process.

Anger

Where in the world is that document? ...
Yelling at the file cabinet!!!

There is nothing worse than not being able to get your job done due to the lack of organization in place or the processes that are supposed to make it easy.

100 different ways

I did it my way!

Every worker thinks their way is best and without a true process that everyone follows, your company will end up with 100 good ideas of document processing, management, and archive. No training can help with the frustration that comes from everyone doing it a different way.

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BEFORE YOU DECIDE!

keep!

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PART 2 - MOVING FORWARD

PART TWO... MOVING FORWARD

TRUN YOUR FILE ROOM INTO A BREAK ROOM

What you need to know toorganize The Document Jungle!

DIGITAL FORM PROCESSING AND DIGITAL SIGNATURES

FILE CONVERSION AND OCR CAPTURE SERVICES

CLOUD STORAGE SOLUTIONS

DOCUMENT AND PHOTO RESTORATION SERVICES

DIGITAL FORM PROCESSING AND DIGITAL SIGNATURES

DIGITAL FORM PROCESSING: Redefined ways of organizational functioning

Methods of file and document authentication are redefined in contemporary world. Science and technology are changing the world to better. Digital Form Processing has become easiest and safest method of form submission, which has helped numerous business organizations, nonprofit organizations, educational institutions, public sector offices and individuals.The process is simple and has lesser chances of any fraud. Digital Signatures are used as authentication key to identify that whether the papers/files submitted are original and submitted by the authorized person only. This is a brilliant step towards advancement in the world of online document sharing. The techniques of signing the files digitally before sharing them online are powered by unique encryption methodologies. Introduction to password security to online file sharing process is also a value addition.This has empowered the businesses and individuals to share their confidential data using the web media, without any threat of damage to the intellectual property and confidential files. Digital Form Processing has been redefined technically and hence it is being accepted widely across the globe. As per industry experts, when smartly executed online file security system is used, chances of frauds and illegal activities against your online documents are negligible. No one can misuse the protected online documents without the permission of authenticated user.

The major challenge, which remains associated with online file sharing, is to ascertain if no one else other than the authorized person has altered the documents. Therefore, the idea of using has emerged as key solution to this problem. Apart from username-password protection and encryption based security protocol, signing the files/documents digitally is considered as highly preferred mediums of security for the official papers (intellectual stuff) available on the web. As the cyber media is turning stronger day by day, Digital Signatures and other paperless documentation services has become urgent need for companies and organizations belonging to different industries including banking, medical, law, education and more. Each one of these requires paperless services and enhanced protection to their official documents and intellectual property. Therefore, they prefer to hire such Digital Form Processingcompanies, which can offer trusted and distinguished solutions in competitive prices. However, selecting the best service provider in this field remains a challenge. There are various companies assuring the superlative services but not all can be the best. Therefore, solution seekers need to pick the reliable company in this field smartly. Such trusted service provider will make sure that your documents are encrypted for protection and no one can misuse your Digital Signatures at any level. Also, the best company would be the one, which has advanced machines for document scanning and processing them online. Having skilled workforce to handle the orders is also significant component of a leading solution provider in this field. You can look for various reliable solution providers online. Leading companies in this field can be accessed through their official websites. Visit **www.wescanfiles.com** to avail advanced digital document processing, imaging and other paperless solutions as they are rated amongst the paramount service providers by their existing clients.

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FILE CONVERSION AND OCR CAPTURE SERVICES

Smart system of File Conversion and OCR capture services

Optical Character Recognition aka OCR technique is preferred by office professionals and individuals to scan and convert their documents in different digital formats. This software is exclusively designed to help the users to get fine digital print of the documents printed on paper in least possible time. The quality is maintained and desired file extension can be obtained without any hassles. File Conversion and OCR capture services provided by WeScanFiles.com are available to cater bulk requirements for file conversion and digitalization of paper documents.

In the modern world, where most of the work is done online, files are shared over the cloud networks. In this competitive scenario, it is not acceptable to transfer the documents from one place to another via post, fax or courier. People need fastest, safest and most reliable method, which ensures no damage in the quality. Maintaining quality and readability of the converted document is very important because the idea is to convey clear message to the receiver, which cannot be done in the absence of clarity in the documents.

OCR software is basically used to read and recognize the text and characters from PDF, doc or image files. This makes the process of conversion easier. When a document is converted aka decoded from one file extension to another, it is significant to ensure that its readability is not lost. The communication process through file sharing is complete and successful if only the content available in it is readable and recognizable. File conversion is very vital task because if

adequate file conversion is not done then it might hinder the process of communication. This explains why the business sector requires dedicated File Conversion and OCR capture services to make its routine functioning going without any disturbances. However there are online File Conversion and OCR capture services available, which help you with reorganization, character reading and conversion of required files quickly. All you need to do is choose a credible website dealing in these services. Leading solution providers in this arena offer free trials as well. These trials are provided to help the users understand functioning of the website and understand how fruitful it is. It is strongly recommended to try out such websites before purchasing subscription from any of them.

The Do It Yourself trend for file conversion is growing speedily because it is an online process, which is done through dedicated software. Users need not to have any technical knowhow. They have to follow few simple steps and get your file (excel sheets, word document, image extension and pdf etc.) converted into the desired extension. However, when you hire professional File Conversion and OCR capture services then they assure privacy and confidentiality of your documents. This is the main reason behind leading firms relying on specialized document conversion and storage solution providers, which have credible market image in delivering best services. Businesses have number of confidential documents and files, which need to be converted into different digital versions before preserving them on the cloud network.

CLOUD STORAGE SOLUTIONS

Multidimensional and futuristic Cloud Storage Solutions

It used to be really challenging to maintain piles of important documents and official files. Chances of insects biting the files, documents rotting with time and sudden damage of the same due to unexpected accidents (building catching fire, building damage, heavy rain, stealing of docs etc.) were higher in those times. Thankfully, technology has evolved in brilliant ways and Cloud Storage Solutions are available to back up all the official documents safe and accessible on demand. This process is quick and brilliant unlike the old-fashioned methods of document management, where files stuffed with paper were ingested into shelves and racks.

Cloud Storage Solutions preserve the documents (text files, fine prints, photographs etc.) in digitalized form (doc, pdf, .gif, .jpeg etc.). Cloud storage is done on an intangible space available on the World Wide Web. This space is hosted on the server, where digitized documents are uploaded and secured using unique password system. If the user wants, he/she can encrypt the files to double up the security circle.

Business firms cannot afford to rely on the traditional means of record keeping. They need to update their standards with time and adopt latest methods of preserving their confidential and other important docs. Cloud storage service providers have established massive cloud storage hub online, where different clients can put their documents with the assurance of 100% safety. It is virtual version of people using bank lockers to keep their valuable jewels, papers and money protected. They have to pay rent for locker system in banks and similar is the case with Cloud Storage Solutions. Users need to pay a nominal sum of money in return of the services they get.

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On the cloud storage platforms, users not only get to see their documents whenever and wherever they wish to, but they can also edit the same as per requirements. Synchronization of your desktop computer and personal smartphone with your cloud storage hub has become the simplest process. This unique integration lets you stay connected with all your important documents wherever you go. That is how technology is introducing new dimensions of excellence in business management process.

When you have online backup of your important documents with their synchronization to your daily use devices, you can proceed with your daily work without bothering about any loss of important information. Once the documents are stored on the cloud, you can shred the confidential papers to avoid any negative consequences in near future.

There are skilled and intelligent professionals dealing in Cloud Storage Solutions. They provide quality oriented, well maintained and instant solutions to their clients. Record keeping is indeed the most daunting and important task for every company. Business firm, no matter small, medium or large scale, has endless documents to deal with. The documentation process is ongoing. Every day, new docs are added to the pile of existing files. Old ones are still there, which indicates that soon the shelf that preserves all the documents might fall short. Hence, cloud storage is the best and smartest option.

DOCUMENT AND PHOTO RESTORATION SERVICES

Easy and remarkable Document and Photo restoration services
There can be number of old photographs, which hold special meaning in your life. But, it is not possible to carry those printed photographs with you wherever you go without digitizing them. Document and Photo restoration services available in the marketplace make it easier for you to turn your treasurable photographic memories digital. After this, you can easily carry your childhood photographs and important documents in your smartphone or tablet. The Document and Photo restoration services offered by WeScanFiles.com are done with cutting edge technology including software both capture and enhance as well as scanning equipment. Our scanners produce high resolution digitized format of documents/photographs. Such service providers also offer cloud storage solutions as well. You can keep your files safe on the web by using unique login and password.

Individuals, families and business firms use these services to get their personal memoirs, history of family or business documents digitized respectively. Anything that is precious and significant for you should not rot with time. Paper based material has a limited lifespan but digital documents can be kept safe with you forever. You can take their backup in mass storage device, they are easily transferable and you can upload them on cloud storage as well. Encryption of digital data is a revolution ary technique to make your confidential content safe against all security related threats.

People who wish to preserve their paintings and artwork, can effectively use this technique. Regular advancements in existing techniques are turning a popular method of treasuring important, confidential and cherish able material. The process of scanning the documents/prints is computerized hence it doesn't require much time in producing quality digital files.

Special techniques have also been developed to restore and repair the old images. Images and documents fade with when they get old. Color and contrast enhancement techniques work excellently to revive the look and feel of old images. Hence, if you wish to preserve your favorite antiques then you need to get in touch with professionals dealing in Document and Photo restoration services.

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Cloud storage is revolutionary invention, which has saved the individuals and organizations from the constant threat of losing their important documents. It is easy to backup these files on cloud and prevent them with password. Also, this has made such documents accessible for the users at any point of time. They can use their smartphone, tablet or laptop/desktop to access the information and secure it again when they are not using it.

Document and Photo restoration services are increasing hence you can have multiple choices. There are special and discounted packages offered by these service providers, which help the individuals and businesses to get their documents (text papers, books, photographs and paintings) digitized. However, there are free online platforms, which offer digitization solutions, where users need to handle the technical process on their own. But, in such types of services, premium.

SUMMARY

A good scanning and document management company (WeScanFiles.com), willalleviate the frustration by working through the process with you and your workers. Making sure the value is accomplished as well as security of the documents. WeScanFiles.com, is just that company. We pride ourselves in the individual attention that we give to each of our clients. Your documents are important to you and to WeScanFile.com. We treat them with the utmost care, preserving them in the best searchable format possible. The file organization will be set according to your decisions as to how it needs to be for your best document plan.

Logins can be limited and remote access adds convenience. Remote access to all documents can really help those managers that are on the road a lot. Sales representatives will have the access of their client right in front of them at all times.

We look forward to working with you soon.
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