

## ▶ Document Imaging Services

At Data Dimensions, we utilize the latest technology to convert paper documents and records into electronic files and digital images - from the smallest sales receipt to the largest document sizes. Convert your paper documents and records into prompt business transactions by utilizing document imaging services.

**Unlock the potential of your business by saving time, money, space, & resources, while turning your documents into prompt business transactions.**

At Data Dimensions, the non-core processes of document imaging are our core competencies. We are equipped to handle all your document imaging requirements, digitizing any format or type of document into whatever format you request. Utilizing Six Sigma® methodologies, we offer a seamless approach to document imaging through:

**ddTracker:** Data Dimensions' proprietary software offers complete workflow control. Utilizing bar code technology, **ddTracker**, monitors and reports every paper document in real-time during the complete transition, from the minute your documents enter our facility throughout the entire process of converting your data until images are delivered to your systems.

**Document Prep:** Technicians prep your paper documents by repairing any documents that might be damaged or worn. Staples, binding, fasteners, and/or clips are carefully removed to ensure your documents are preserved.

**Document Scanning/Imaging:** Data Dimensions utilizes the latest technology with various software, including optical character recognition (OCR), to optimize images. Consistent image quality is ensured by each of our scanning technicians, making adjustments, such as skewing, rotating documents, and re-scanning, as necessary. Six Sigma® quality techniques ensure readability and high quality control of your images

**Document Indexing:** Indexing creates organization to your documents. An index system helps to ensure future retrieval is simple and efficient. We utilize bar coding to automatically separate and index documents.

To optimize your document management needs, your documents, files, and records, can be viewed, printed, shared, stored, and archived. With a full range of workflow options, such as automatic routing, online/web-based access, we allow for flexible, customized solutions that guarantee your documents become rapidly accessible. Contact us today to find out how.



### Outsourcing your document imaging services provides you with:

- ▶ Accelerated access to information, allowing for effective collaboration, better communication and faster business decisions
- ▶ Streamlined processes to enhance your compliance & security
- ▶ Modern technology without the need to purchase costly equipment and/or software
- ▶ Back-up and redundancy for disaster recovery
- ▶ Elimination of duplicate procedures, lost documents, & the need to photocopy
- ▶ Increased space by eliminating filing cabinets & paper storage costs
- ▶ Increased customer satisfaction—client information is at your fingertips

ddCapture

## BECOME PROACTIVE TODAY

To learn how Data Dimensions can help you achieve your goals,

Call or visit our website:

p: 608.757.1100 • tf: 800.782.2907 • [www.datadimensions.com](http://www.datadimensions.com)