



**Store and locate your files with ease.
Quick and simple file management solution**

SCANNING & DOCUMENT MANAGEMENT

Document management is referred to as the capture and management of documents within an organisation. This process is generally encompassed by scanning and imaging. Documents are tagged to help with file retrieval. Dictasol provides a comprehensive document management service. We work by understanding your needs to provide a cost effective and confidential service.

ANY FORMAT

Our comprehensive document scanning service encompasses all major file formats including TIFF, PDF, PDF searchable and OCR to a word format, allowing you to have full flexibility. We can scan black & white, full colour or mixed batch bundles. Whether you want to scan business cards or A3 documents we are able to assist.

ARCHIVING

Whether you have 10 boxes or 10,000 we are happy to assist you. We appreciate that confidentiality is vital when it comes to archiving and we will only access your boxes with your consent.

We have many storage facilities offshore. These secure facilities are purpose built to store and protect your files. We will easily be able to locate and retrieve your files using our comprehensive barcode system.

By combining archiving and our document scanning solutions all your files can be visible instantly.



SCANNED & CONFIDENTIAL

By scanning documents and filing work electronically, valuable file space is automatically saved. Not only will you benefit from a faster, more convenient means of retrieving your documents, you will also have back up copies that can be accessed easily.

Once we have scanned all of your files, we transfer all of your images and data to a storage media of your choice. At present our standard method of delivering data is CD-R or DVD. However we can also upload data onto your ftp, or any other media.

All your documents are handled with extreme care. We respect your confidentiality rights and all files are handled in the strictest confidence. This is especially vital when managing files from the legal, medical and property sectors and sensitive issues.

BOXES

Our storage boxes are large enough to store lever arch files and box files.

- Internal dimensions are :
390mm(L) x 300mm(W) x 300mm(H).
- Maximum weight capacity is 15kgs.

Should an alternative box size be required, we are confident that we can provide a solution.



WHY ARCHIVE?

- Valuable office space is saved. Rent per square metre is much higher in an office compared to a warehouse.
- Highly sensitive data can be stored securely offsite and can then be destroyed at the end of the storage period if necessary.
- Critical information that your business needs to survive, will still be secure in the event of any unforeseen disaster.
- Offshore archiving leads to significant cost savings. When combining scanning and archiving you can view your files instantly. Original files can be retrieved within 5 days.

