



Clayko Group
TRUSTED INFORMATION SOLUTIONS

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Clayko Group

Document Imaging and Retrieval Solutions

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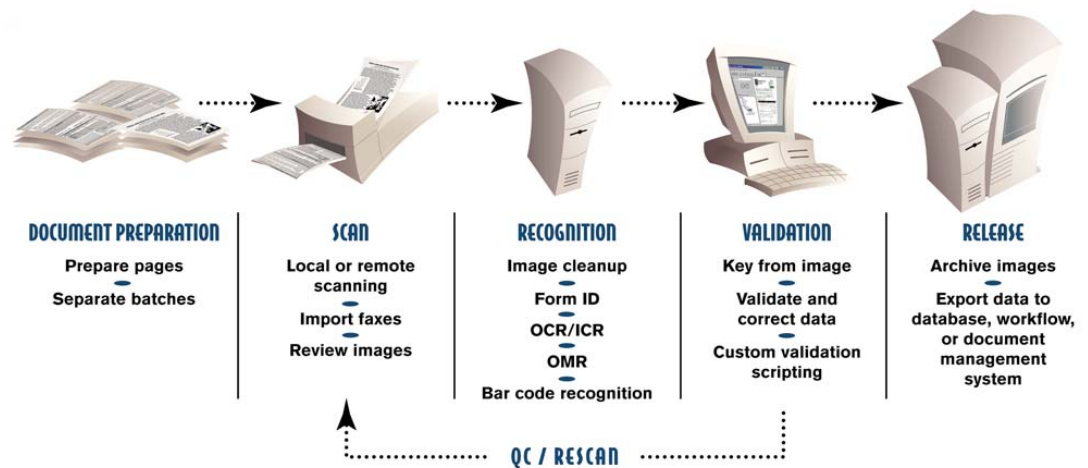
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I need to scan my documents but what do I need?

Document imaging is made up of two main components. The first component is the physical inputting of documents through imaging software and document scanners. This component is used to convert paper documents into electronic images that are exact replicas of the original documents.

The second component is the document retrieval application that stores the electronic documents so that users can retrieve them via an intranet or internet solution. These two components make up the basis of any document imaging system.

The below diagram demonstrates the basic steps involved in imaging your business documents.



How Clayko Group can help

If you are serious about getting the best solution for scanning your documents, and managing the scanned items, we offer document scanning services coupled with a full digital archive management consulting service and tailor-made solutions to suit your business needs.

Our services and solutions offerings include...

- Document preparation for scanning
- Document scanning
- Full Onsite Scanning and Conversion Services
- Large plan scanning
- Forms Scanning
- Manual indexing / data entry
- Output to many medias eg CD, DVD, USB, FTP and Web
- Optical Character Recognition (OCR) & Optical Mark Recognition (OMR)
- Cost effective tailor-made web retrieval applications
- SharePoint
- Document management application integration (ie Trim, oracle)
- Storage of digital images on secure servers for internet based access (3 separate Disaster Recovery Sites)
- Latest Scanning Equipment
- Confidential document destruction services

For friendly and helpful advice on your best document imaging and retrieval options, please contact us today.