

Converting the paper

Converting existing paper based files to digital image is a challenge facing many companies who wish to embrace ECM technology. iiCon provides back-file scanning services to companies who wish to outsource this task. iiCon performs the work at our secure premises in Brentwood or we provide a team to do this on your own site if, you prefer.

Initially we conduct a comprehensive review of your existing files to assess which documents need to be converted, when and how this should take place.

Off-site bureau service

We collect the documents from your site, in manageable sized batches and transport them to our secure facilities in Brentwood. The documents are prepared for scanning (de-stapled, removed from binders, orientated) and then scanned using the latest, high performance equipment and software to ensure the highest image quality. The documents are indexed to an agreed format and the images and data are transferred to your preferred ECM or document management system. The original paper files can be re-assembled and returned or sent for secure shredding. A full audit trail is maintained at all times.

On-site service

For operational and security purposes you may prefer to have your documents scanned at your own site. iiCon's on-site service is as above, except that, we do the work on your site and provide trained operational staff, supervision, project management, high-speed scanning hardware and the latest capture software for the duration of the contract. [Click here to request more information.](#)