

Your Paper Files. Our Electronic Solutions.

We can convert your paper to digital images efficiently, locally and at a competitive price. We can perform services at our secured facility or yours. All documents can be prepped for scanning, reassembled and returned to you, or securely destroyed.

Backfile and Day Forward Conversion

We can customize our programs for integration of images into large document management systems. We also offer a "turn key" archival/retrieval system. Documents are scanned, and you are given a CD-ROM or DVD that contains all the stored information. The disc contains a user-friendly access search view and print tool, which works on a PC with any Microsoft Windows system. Document conversion allows you to quickly find a large amount of information without leaving your desk. Our customers do away with the need find room to store boxes or files. They have more space and their employees have more time.

Special Conversion and Data Entry

We can assist you with a variety of projects. For example, we can scan and index resumes and applications into your applicant tracking system, paper claims into your claims management system, benefit forms into your human resource system, or checks and receipts for use by your Accounts Receivable staff. We can create databases, perform OCR or file format conversion, and have OCR correction capability.

Added Value

In addition to conversion and data entry services, we also offer document storage, shredding media disintegration and mailing services.

Call us today for a tour or for an appointment to assess your needs.

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Why Document Imaging?

Document imaging is the process of transferring paper documents to an electronic format so they can be easily accessed from an individual computer or shared network. Documents are prepared, scanned, indexed, reassembled or destroyed according to your specifications and record retention requirements.

Save Money

The cost of scanning and indexing documents is less than the labor required to manually search a traditional filing system. Think about the time it takes to walk to a file cabinet, retrieve, copy, deliver and re-file one document, and what that costs per year. If you store them off-site, filing and retrieval fees are even more costly and time consuming.

Save Time

Retrieving documents is fast, easy, and much more efficient than manual filing. Documents can be queried and accessed from a database, spreadsheet, or word processing file. You can search, retrieve, print, fax, or e-mail documents in seconds with a few clicks of your mouse without leaving your desk.

Save Space

One CD-ROM will hold approximately 15,000 pages of scanned documents (the equivalent of two 4-drawer file cabinets) so your storage space can be used for something else.

Reduce Risk

Security is more controlled and consistent with electronic documents than in a traditional filing system. The confidential nature of documents is better protected and easier to administer when stored electronically. Electronic documents can be only accessed by those who are given access rights. You can also avoid lost or misplaced documents.

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