# box-it®
documents are our business

## Digitisation & Data Extraction Services

# Be dynamic with your data. Box-it is proud to offer 'best of breed' technologies for all your digitisation and data capture needs.

Paper is still prevalent in many organisations. In today's digital world, paper records can be problematic. Paper takes up space and very often makes accessing information difficult and time-consuming which can be costly to business. Many organisations have a desire to digitise or integrate paper-born information within electronic document management practices. Box-it can help.

Box-it offers many flexible and affordable digitisation and automated data extraction solutions to suit the needs of your organisation. Whether you need to back scan large volumes of paper archives, or have a regular requirement for scanning and data capture services, Box-it can efficiently convert your paper to digital assets from our highly secure state-of-the-art facility.

At Box-it, we use the very latest intelligent digital capture technology for optimum speed, efficiency, accuracy and, of course, quality. We process all sizes and types of documents, ranging from colour photos to black and white printed pages and from large format drawings to till receipts.

Once your documents have been digitised, you can search for and retrieve any document in seconds through Box-it's secure portal O'Neil Orders, the award-winning Cloud based electronic document management system, giving you 24/7 access from any location.

If you still want to store your physical records, we can facilitate these securely in our specialist document storage centres. We archive documents with a guaranteed next day retrieval, or if you want to destroy them in a secure environment, we offer confidential document shredding and recycling.

boxit-northscotland.co.uk

# Advanced Technology, World Class Scanning & Data Capture Service

Box-it's world-class scanning and data capture centre utilises some of the most advanced technology within the document management industry.

We provide a range of digital services from real-time scanning and data capture, to back scanning and scan on demand from your paper archives. In fact, our services combine to support businesses with effective hybrid document management, through processes that are easy and simple to use.
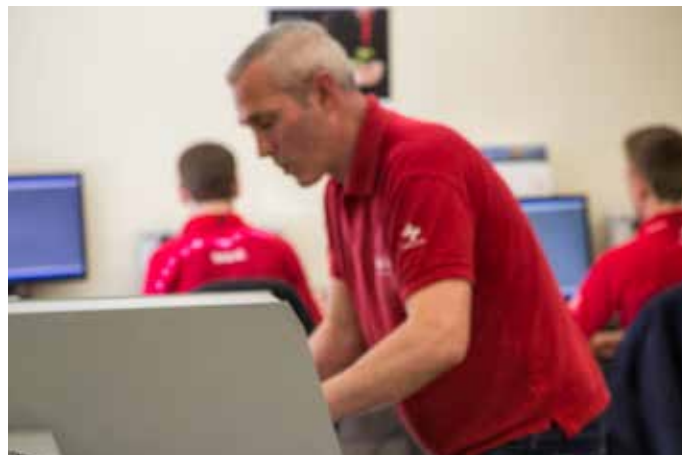
Our sophisticated document scanning and intelligent recognition technology also enables us to automatically capture, extract, validate and classify data. Our processes are fast, reliable and deliver high levels of accuracy. Thorough quality checks are an integral part of our digitisation and data capture service.

Digital documents can then be hosted in O'Neil Orders, our Cloud based electronic document management system, or output and returned to you in your selected format. With O'neil Orders, you have a choice to use it as a simple archive and retrieval system serving multiple users or as a platform that enables you to drive business processes. With the latter, documents are routed to relevant users and departments for action, delivering significant efficiencies and cost-saving benefits.

All Box-it's operations meet the requirements of the Information Security Policy, ISO 27001, giving you the peace of mind that, through our robust security controls and systems, your documents are in safe hands.

## In Brief:

- Highly secure facilities and systems - ISO 27001 Certified
- State-of-the-art scanning and automated data capture for fast, accurate classification

**Real-time scanning/digital capture:**

Automatically captures, extracts, validates and classifies information before streaming it to relevant departments for processing

**Back scanning:**

Fast turnout for bulk scanning projects, digitising all types/ sizes of documents

**Scan on demand:**

Request scans of your physically stored documents as you need them and view online

- All personnel cleared by DBS checks
- Documents and data migrated and securely stored in the O'Neil Cloud
- Secure, 24/7 online access for authorised users
- Digital documents and related data can also be output using FTP, SFTP, DVD, CD or other media
- Paper originals can be stored in Box-it's secure document storage centre, or securely destroyed using our shredding services

## O'Neil Orders, Award-Winning Electronic Document Management Solution

O'Neil Orders operated by Box-it, is our Cloud based repository for electronic document management which we are proud to say has won multiple storage industry awards. It is very user-friendly, very secure and makes your documents very accessible to authorised personnel.

### In Brief:

- Award-winning Cloud based technology delivering proven ROI
- Highly secure, hosted on UK based servers
- Accessible anytime, anywhere 365 days of the year
- Allows rapid retrieval/access of documents
- Powerful search and retrieval functionality
- Allows control at document level - Set review dates, assign tasks, manage alerts
- Organises files in virtual folders
- Set user permissions
- Full user activity audit tracking

### The Benefits of Digitisation

- Online document management
- Information is more accessible
- Documents can be accessed simultaneously and shared easily
- Frees up office filing space
- Safeguards (backs-up) critical business information previously restricted to a single copy
- Increases productivity and improves efficiency
- Can help to reduce costs

### Not ready to go 100% digital? Hybrid records management could be the solution

Bulk back scanning is not always practical for some organisations, but at Box-it we have a number of integrated solutions to effectively galvanise paper and digital document management.

Many clients choose to digitise their active records and store historical information in one of our secure document storage centres. Should they need to access their physical archive, then they can do so by Scan on Demand, requesting the document be sent electronically via our Online portal.

The service is quick, efficient and more environmentally-friendly than physically returning your documents (which we can of course do through our guaranteed next day delivery service).

# Local service

Our knowledgeable, friendly personnel at Box-it are on hand to help with those urgent and non-urgent requests, as well as any general enquiries you may have. We are proud of our reputation for excellent customer service. Wherever you are based, Box-it has the facility offering document management solutions within easy reach.

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# box-it ®

Storage / Scanning/ Shredding

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