

## Digital Access Solutions Be Dynamic With Your Data

- » Reduce Administration Costs
- » Increase Departmental Service Levels
- » Support Digital Transformation Goals
- » Maintain File Integrity
- » Control and Track Access to Sensitive Information
- » Contribute Positively to your Environmental Goals





## Digitisation & Data Extraction

OASIS is proud to offer best of breed technologies for all your digitisation and data capture needs.

**P**aper is still prevalent in many organisations. In today's digital world, paper records can be problematic for a number of reasons;

- » Paper takes up space
- » Paper makes it harder to search data
- » Paper makes it difficult to access information if not physically in the same location

Each of these points comes with its own cost to the business, whether this is monetary or time. Many organisations have a desire to digitise or integrate paper-born information within electronic document management practices. OASIS can help.

OASIS offer 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, OASIS can efficiently convert your paper to digital assets from one of our highly secure scanning facilities.

At OASIS, we are equipped to scan large volumes of paper per day and accept an even greater volume of digital documents direct from our Clients. 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.



# Scanning & Data Capture

**OASIS'** world-class scanning and data capture centres utilise some of the most advanced technology within the Records and Information Management Industry (RIM).

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 and records 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 digitisation and data capture service.

Digital documents can then be hosted in Omnidox, our Cloud based Electronic Document and Records

Management System (EDRMS), or output and returned to you in your selected format. With Omnidox, 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 OASIS' 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. Scanning and digital processing is compliant with BS10008, the Code of Practice for Legal Admissibility and Evidential Weight of Information

## In Brief:

- » European digitisation and data extraction services
- » Highly secure facilities and systems - ISO27001 certified
- » State of the art scanning and automated data capture

## 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

- » Scanning is BS10008 compliant for Legal Admissibility and Evidential Weight of

## Information

- » Documents and data migrated and securely stored in the Omidox 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 OASIS' secure record centres, or securely destroyed using our shredding and destruction services

# omidox®

Omidox, is our Cloud based electronic document and records management system (EDRMS) 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
- » Allow control at document level - Set review dates, assign tasks, manage alerts
- » Organise files in folders
- » Set user permissions
- » Full user activity audit tracking
- » Can be integrated to business systems (CRM and ERP)
- » Specialist Omnidox solutions for HR, Accounts Payable, Accounts Recievable and Digital Mailroom

## 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

## Support Remote Working

As a Cloud based solution Omnidox allows authorised users access to business critical documents, no matter where they are in the world. Team collaboration and sharing is encouraged and supported through the use of 'tags' and comments.

Users can bulk upload from desktop so born digital documents are shareable at the click of a button.



# The Scan on Demand Process

Outlined below is a typical example of the Scan on Demand service we provide. **Please note:** this service can be customised to your requirements.

## 1 COLLECTION

**Paper Files:** OASIS will either collect the documents from your office, or if they are already stored with us, transfer them from your existing archive to our scanning bureau.

**Digital Files:** OASIS can also accept digital files sent in as email attachments or in bulk via secure file transfer.

## 2 ONBOARDING

**Paper Files:** Upon arrival at the scanning bureau the unique barcode for each box of records or file (depending on how they are stored) is registered. These barcodes enable us to track the location of your files as they move through the scanning process.

**Digital Files:** A notification of receipt is issued upon completion along with a unique ID allowing each email to be tracked through the system, while bulk transferred files are reconciled against delivery information and allocated a unique batch ID.

## 3 DIGITISATION

Our expert Team Members scan your paper documents or files at our secure processing centres, converting your physical records in to digital images (the scanning equipment used will be defined by your test documents).

## 4 DATA PROCESSING

Once digitised, our powerful processing system can identify key fields and classify each document according to agreed criteria. The system automatically reconciles the documents against the classification rules and utilises data supplied by the client to ensure correlation with required data before adding to the record within the relevant OASIS system (either **Omnidox** or **OASIS Bridge**).

(Our experts work with clients to understand the data requirements of their organisation in order to offer the best solutions and platforms).

## 5 DIGITAL ACCESS

Documents are securely stored in **Omnidox** - our award winning Cloud based platform - or **OASIS Bridge** - our secure Information Management web portal. Authorised users can access the digitised files from any location via browser.

## 6 ADDITIONS & ALTERATIONS TO FILES

Adding new content is a simple and straightforward process. Options include; a day forward digitisation service from OASIS, desktop upload by users direct to **Omnidox**, or a combination of these. We can even set up processes to enable automatic bulk upload of standard documents generated by a number of well known business systems.

## 7 SHREDDING & DESTRUCTION

Physical files (such as unwanted or end-of-life documents) are shredded as required in accordance with the Data Protection Act and a Certificate of Destruction is issued.



Our friendly and knowledgeable Team Members are on hand to help with any enquiries you may have.

Email [info@oasisgroup.com](mailto:info@oasisgroup.com) or call one of the numbers below to speak to one of our expert advisors about the right digitisation solution for your organisation.

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# OASIS

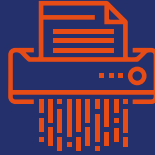
Information Secured 



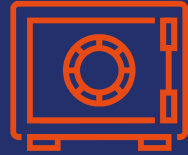
Records Management



Scanning & Digitisation



Shredding  
& Destruction



Vault Storage



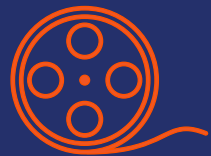
Tape Restoration  
& Conversion



Regulatory Compliance  
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Cloud Storage &  
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