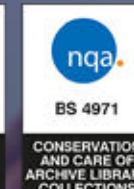


Four steps to getting full value from
Your Digital Transition and achieve
numerous benefits:

- » From Records Management to Information Management
- » Workflow and Collaboration
- » GDPR Compliance
- » Data and Information Full Value
- » Information as an Asset





Four steps to getting full value from **Your Digital Transition**

Sharing documents throughout their lifecycle is standard practice within a business environment, and the streamlining and optimisation of the sharing process is critical to maximising productivity and achieving greater control. The creation of a digital archive to complement paper-based files facilitates efficient work processes and simplifies information exchange, whilst improving the security of commercially sensitive and personally-identifiable data. At OASIS, we have many years' experience in digitising records and managing digital content. With our award-winning cloud-based system Omnidox we are well-placed to help you navigate the various digitisation options available to ensure the best solution for your organisation in 2023-24.

1 Identify which documents to digitise

Before any paperwork is put through a scanner it is important to consider what does and doesn't need to be imaged. This can be a challenge to identify, however it is a very important initial step of any digitisation project. Important factors including access requirements, retention policies, authenticity

policies, authenticity and reliability of the digitisation process all need to be taken into account. Our team of experienced records' management specialists will help you to assess the documents held within your organisation and identify which are best suited to digital transformation.

2 Streamline your work processes

While traditional physical storage remains a valid option for many types of files, there are compelling reasons to consider digitisation for those records that are regularly accessed, are particularly confidential or business critical, or are referenced by multiple. For those records which need to be accessed quickly, digitisation is ideal. Not only does this reduce the amount of time spent looking for documents, but multiple team members can work on the same record simultaneously, regardless of where they are based – improving workflows and productivity throughout the organisation. Another key benefit of digitisation is the searchability of digital files over paper documents. Once a record is in digital form



it can be accessed quickly and efficiently at any time, with little risk of misfiling or loss. This is particularly useful in helping your organisation meet subject access requests within the legally required timeframe under the GDPR. For those records where there is a statutory rather than operational need for retention, this level of accessibility may not be required, and paper storage remains your best option. However, where quick access or regular retrieval is needed, digitisation merits serious consideration.

3 Ensure GDPR Compliance

With GDPR, information security and compliance even more present there more reasons to consider a hybrid approach to document management. Article 5 (f) requires personal data to be “processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage , using appropriate technical or organisational measures.” By engaging with a leading Records

and Information Management (RIM) company such as OASIS, you can ensure you are meeting these requirements. The digitisation of critical or particularly sensitive records facilitates access control according to user permissions and allows you to maintain a comprehensive audit trail of who accessed each document and when – enabling you to meet your regulatory obligations. To help you meet regulatory and legal requirements, OASIS have partnered with the Certified Information Privacy Professionals (CIPP) at CSR providing our clients with a Breach Reporting Service and Readiness Suite.

4 Safeguard your business-critical information

In addition to facilitating access control, digital records can be encrypted and secured against printing, copying and sharing, ensuring that the confidentiality of commercially or operationally sensitive information is always maintained. Furthermore, having both digital and physical copies of your business-critical documents provide an additional layer of protection, and helps maintain business continuity should the worst occur.



Four options to consider when choosing a **Scanning Solution**

At OASIS, our scanning solutions are tailored to complement your existing paper and digital records' management processes, helping you to attain maximum workflow efficiencies whilst achieving fast return on investment.

Scan from Archive

Scan on Demand from your archives documents represents one of the most cost-effective ways to introduce digitisation to your organisation. Rather than scanning all your records (some of which you may never need to access again), this approach allows you to build a digital archive by scanning documents as and when they are required. For regularly accessed or particularly dynamic records, you will see immediate benefits in terms of access speed, productivity and retrieval fees. Additionally, from a cash-flow perspective, the cost is spread over a longer period.

Once scanned, content can be delivered into your existing electronic document management system or our cloud based, multi award-winning Omnidox system. Documents can be previewed, downloaded, printed and modified from any location worldwide, and records can be simultaneously accessed by multiple users. Access is strictly controlled according to defined permissions.

Bulk Scanning

Bulk scanning is the ideal option for organisations with large volumes of historical record, regularly-accessed records, or particular compliance concerns. As part of this service, we will convert your entire historical paper archive into searchable digital records, giving you complete control over document accessibility, security and regulatory compliance. One example of this is the ability to support subject access requests using the GDPR module within our Omindox platform.

Beyond compliance, digitising your entire archive presents an opportunity to effect real organisational change. Workflow processes can be streamlined; multi-site operations can share information and collaborate on documents more effectively; the speed of response provided to customers and other stakeholders can be improved beyond what would be possible with paper records. Ongoing physical storage and retrieval costs are immediately eliminated, and productivity efficiencies will offset any costs associated with electronic storage.

Onsite Scanning

If your records are so sensitive that they cannot be removed offsite, we will bring our scanning service to you. We will provide the hardware and trained personnel required to quickly and affordably create an electronic archive, whilst allowing you to maintain complete control of your records.

Not only does our onsite service eliminate the need to pack and ship documents, but through our industry-leading Omnidox electronic document management platform, you will immediately benefit from fast document access, enhanced information security and compliance, and improved productivity.

Mailroom Automation

The sorting, processing and delivery of incoming mail can represent a significant cost to an organisation, often slowing response times and adding very little value to the operation. As part of our mailroom automation service, we will capture and classify your incoming mail, converting it from paper documents requiring physical delivery to an easily accessible and distributable electronic format through our Omnidox platform. This automated and centralised process improves operational efficiencies and reduces the costs associated with inbound document organisation and distribution. What's more, the digitisation of the document on arrival means that your team will benefit from fast access, enhanced security and compliance, and easy searchability from receipt, with no further processing required at any time during the document's lifecycle - reducing your ongoing costs.

Still not sure which digitisation option to choose? Visit our website or talk to our team members to find which solution would be best for your organisation.

[Click Here](#)



To speak to our team members today about the right digitisation solution for your organisation call:

UK: +44 (0) 1440 760 190

Republic Of Ireland: +353 (0) 1 812 9800

Northern Ireland: +44 (0) 2838 320 700

OASIS

Information Secured 



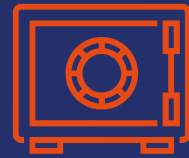
Records Management



Scanning & Digitisation



Shredding
& Destruction



Vault Storage



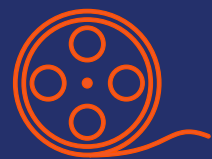
Tape Restoration
& Conversion



Regulatory Compliance
& GDPR



Cloud Storage &
Business Continuity



Media Vault

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