



Data Management Services

Informed Imaging provides a range of flexible and professional data management services designed to meet a wide range of outsourcing demands.

Overview

Even in today's electronic world many organisations receive large amounts of crucial information supplied to them on paper.

While paper is the ideal medium for many uses, it poses a particular headache for companies when faced with the task of extracting information for electronic storage and management. Entering this information from paper into corporate systems is both time-consuming and very expensive if done in-house, thereby reducing the relative value of the information at the outset.

For this reason many companies are still handling large backlogs of paper documents or facing a daily burden of data capture work that is increasingly costly to manage.

Informed Imaging's data management services are ideally positioned to help companies overcome these problems by delivering cost-effective, bespoke, data and document capture solutions. Our streamlined production facility can quickly convert paper information into useful, formatted, electronic media and indexed images.

Scanning Services

The facility is well equipped with modern scanning equipment designed to handle work of differing complexity and varying document types. Using high-speed scanners, documents from A6 up to A3 size can be quickly and efficiently processed. Images can be stored in bitonal (black and white) format, grey-scale, or full colour depending on the particular scanning requirements of the job.

All work is personally overseen by an experienced project manager and operations manager to ensure the highest quality of service and data integrity at all times.

Security

Located in the Thames Valley close to the M4, the Informed Imaging facility is situated within a secure building with controlled access and 24hr security monitoring to ensure your valuable data and documents are protected at all times.

Data Capture

Informed Imaging understands that keeping down data capture costs while maintaining the highest levels of data integrity is a priority for our customers. To achieve this end the facility uses a unique combination of automated forms processing technology in conjunction with Informed Imaging's Web-based 'Xpert Worker' system. Through 'Xpert Worker' images can be routed to automated data capture systems or to appropriately skilled data-entry clerks located within the facility or anywhere on the Web.

This unparalleled flexibility and automation means that Informed Imaging is able to significantly improve turnaround time and drive down the overall cost of data capture.

Document Capture

Manual indexing

Scanned images can be categorised according to pre-defined indices for efficient document archival and retrieval. Working from scanned images our experienced bureau operators can quickly build the search indices required for your documents.

Content Capture

Wherever possible the indexing process can be speeded up by using intelligent forms processing software to automatically read data from images to capture content or create the indices on the fly. This will improve the turnaround time and reduce the overall indexing costs - particularly where the volumes are very large.

Data and File Outputs

The facility is able to provide data on a variety of media. These include e-mail, CD, DVD, or via an FTP upload to our website. The format of the data can be tailored to meet almost every specific requirement. The following common formats are available as standard, with further options available on request.

CSV
Fixed length data
Excel
SPSS
Access
SQL
Oracle

Images of scanned documents can be provided in common image file formats such as JPEG, TIFF, PDF, PNG and PSP. Again, most other file formats can be accommodated.

Database Management

Informed Imaging provides database management services for a wide range of organisations. By replicating your in-house database we can provide seamless updates on a daily basis directly from our data capture facility. Also, we can act as a security back-up for your database - we run a RAID 5 configured server system with daily tape back-up and off-site storage to ensure maximum data security at all times.

Forms Design Services

Obtaining a balance between aesthetics and the need to automatically extract data from a scanned form can be a complex task. Ensuring that a form looks attractive and is easy to complete, yet is fully scannable for automated data capture, can save a great deal of time and money.

Informed Imaging is experienced in this area of design, and holds many examples of forms that have been successfully used in the field. Using this wealth of knowledge, the design department can advise you and guide you to achieve the very best data capture documents.

Proof Production and Printing

Progressing from initial forms ideas and sketches to camera-ready proofs suitable for commercial printing is an involved process. If you don't have the experience or would like expert assistance then Informed Imaging can take care of the entire procedure from start to finish.

Informed Imaging also offers a top quality printing service for our customers who would like a single vendor solution. As we regularly commission large volumes of print work, we are able to offer highly competitive printing rates to our customers. As an added benefit, work which is managed through our printing services is guaranteed to be fully compatible with the scanning technology utilised.

Mailing Services

Informed Imaging offers a range of mailing and mail management services which can be tailored to your specific project. These include:

Overprinting and print personalisation
Data record de-duplication
Address file cleaning
Mail Sort
Mail insertion and dispatch
Reply tracking
P.O. Box set-up
Secure document disposal and destruction

Web Hosting Services

Informed Imaging can provide near-instantaneous access to scanned images and data through our enhanced Web services. Scanned images and data are uploaded directly to the Informed Imaging Web server enabling suitably authorised customers to log into the site and access information as it becomes available.

Analysis and Reporting

Turning data and images into useful information is a core requirement of many organisations. Informed Imaging can provide the following types of analysis delivered as reports via e-mail, on CD or in hard-copy bound format:

Frequency counts
Percentage counts
Tables and cross tabs
Graphs
Trend Analysis
Open-ended comments
Translations
Clipped images
Qualitative assessment

Data Protection Act

Informed Imaging is registered under the 1998 Data Protection Act for the handling of personal data.



For more information and pricing please contact the sales department on the following number or e-mail address.

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