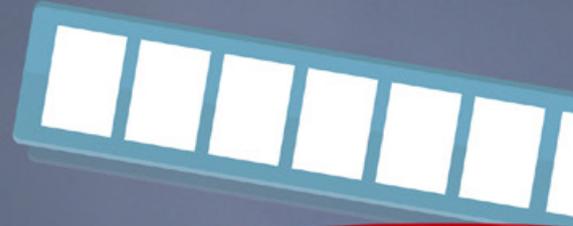


Scanning



70 %

[click here for more information](#)

Nashua Scan Centre

Creating a new generation of digital documents

NASHUA 

saving you time. saving you money. putting you first.



SCAN CENTRE

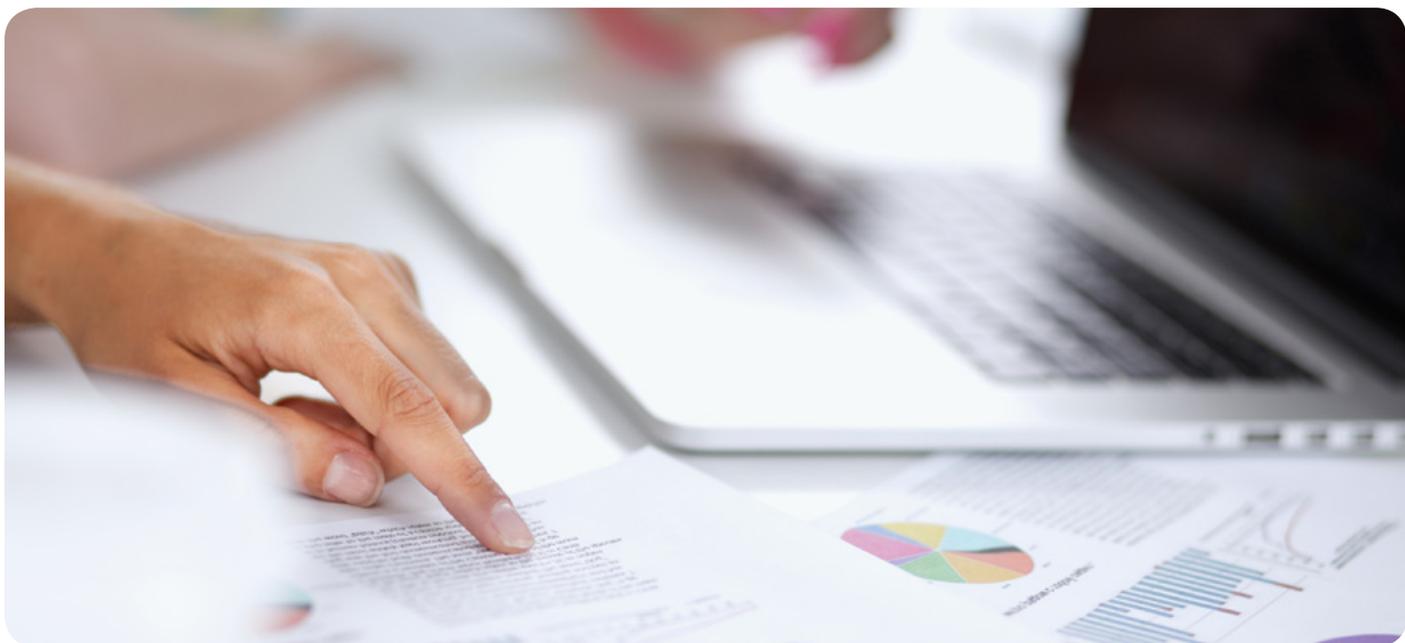
Living as we do in a digital world means that it's no longer efficient or savvy to have important documents just piling up, gathering dust and taking up much-needed space in an office, not to mention wasting valuable time when it comes to finding and retrieving documents. Nashua's Scan Centre offers a simple and effective solution by scanning all clients' existing paper documents and converting them into digital documents.

No matter the size of the job the Nashua Scan Centre has the ability to manage the process from beginning to end: from receiving the documents right up to completion of the work. As part of Nashua's value-added service, the documents can either be dropped off at the centre by the clients themselves or picked up and transported safely and securely by Nashua. Clients have the guarantee that all documents at the centre are securely held on the premises until all work is completed.

Once all the necessary documents are on site, the next step is to prepare them, which is the most difficult and time-consuming part of the process. The documents may arrive in a number of different forms, from being bound together or held together in files or folders to loose papers in boxes, and it is the responsibility of the Scan Centre staff to ensure that the documents remain in the state they arrive in and that there is no damage or loss to any of the pages. Scan Centre staff examine the volume and condition of the documents as this has an impact on preparation time.

Preparation work includes removing anything holding the pages together, such as staples or paperclips, as well as any sticky Post-it notes attached to pages, and unfolding and flattening out dog-eared corners. Any additional material found on or in the documents will be scanned separately onto blank pages, following which the documents are returned to their original state.

Nashua's Scan Centre offers a simple and effective solution by scanning all clients' existing paper documents and converting them into digital documents.



The scanning itself takes place after the preparation is complete, and the Nashua Scan Centre has a number of state-of-the-art scanners to expedite the process and ensure it is smooth and seamless. By incorporating only the most up-to-date and specialised equipment, the Scan Centre negates the risk of damaging the documents through paper jams or blockages. This also, in fact, saves the client time as capturing the documents and managing the process themselves without dedicated and trained staff - and the right equipment - can make the job take longer than it should. Additionally, it is unlikely that the company would be able to justify the kind of capital investment required specifically for a once-off document capture project.

Scanned documents are then indexed – with time taken to index depending on the number of search fields the client requires. Subsequently, they are converted to usable formats such as PDF documents or TIFF images, and then transferred onto a secure hard drive which is delivered to the client to transfer onto their own system. A dedicated product specialist is on hand should the client require assistance.

Thereafter, clients are able to search for, and easily retrieve documents as and when they need them – and this is really where the value of the Scan Centre lies. Once documents have been scanned and indexed by the Nashua Scan Centre, it enables a much faster search, as there is no need to trawl through piles of paper. Satisfied clients report that they have more floor space available, as the documents can now be stored off-site and perhaps most importantly, clients can be assured that their confidential documents are secure.

The Nashua Scan Centre employs highly skilled staff to ensure that clients receive a high standard of service. All Scan Centre staff are bound by Non-Disclosure Agreements. Furthermore, client information is secured through an access-controlled environment using biometric systems meaning that only authorised staff have access to client information.

The Nashua Scan Centre employs highly skilled staff to ensure that clients receive a high standard of service.

Nashua's Scan Centre deals with clients across the board, ranging from internal franchises, non-profit organisations through the Nashua Children's Charity Foundation and large corporate clients. A structured mechanism has been created in order to build quotes against a scope of work in order to take into account a range of customers and their diverse requirements, as well as providing transparency to related costs.

Amongst others, two examples of work the Scan Centre has undertaken are with child protection agency, Impilo and insurance firm, Hollard. For Impilo, the Scan Centre has helped move all of its confidential child adoption process information to a centralised and easy-to-use electronic document management system. In Hollard's case, Nashua Scan Centre digitised 55 000 highly confidential documents in just three weeks.

In carrying out its mandate to scan a client's existing paper documents as efficiently and accurately as possible, the Nashua Scan Centre lives up to our promise of saving time and money and ultimately adding value to clients by providing Scanning as a Service.

For more information please visit
www.nashua.co.za



NASHUA 

saving you time. saving you money. putting you first.

March 2016