



LINE SCAN

A DIVISION OF
UNIVERSAL ENGINEERING

SECURE INFORMATION AND DATA MANAGEMENT

Line Scan was established in 1978 and continues to be a successful business that provides a total document storage and management solution. We provide a professional service ensuring all documents are checked as readable before returning the completed project back to the customer. Line Scan has the technology to make your data storage secure and easy to access whatever your requirement.

WHY ARCHIVE?

Space.

Despite being in the digital age, most businesses continue to produce vast amounts of documents which take up valuable office and warehouse space. This space could be used for other aspects of your business if converted onto discs or placed on our secure server. Documents that are converted to digital format may be transferred to Disk / Hard Drive.

Risk.

Storage of documents also poses a potential fire and security risk, often being stored in basements and loft spaces which are vulnerable during the event of a fire, flood or other disaster. Companies can take years to recover or fold altogether when years of data are lost.

As scanned data is stored away from your premises in a remote and safe location, Line Scan can deliver all your data history back to you in a matter of hours to ensure your business continues to run.

The Process.

Once a clients records are delivered to the Line Scan offices, they can convert documents and drawings in to high quality digital files, using the latest Kodak scanning technology. Once scanned the files are then indexed using the highly acclaimed Alchemy data management system. This ensures that the clients have an easily accessible data base of their records either on their preferred format such as DVD, CD or Hard Drive. Once digitally converted and stored on our secure server, Line Scan can either continue to store (free of charge for 30 days) your original documents until you are satisfied that you are familiar with the system, or they can then go for secure destruction.

We also provide on-going secure storage.

Media.

All types of media can be converted from hand written notes and typewritten records to catalogues, working drawings, IDs, x-rays and maps. Film and digital archiving is also undertaken including microfiche, aperture cards, microfilm and removable media such as CD or DVD.

Unit 2, Bartlett Court, Sea King Road, Lynx Trading Estate,
Yeovil, Somerset BA20 2NZ

Tel: 01935-471440 Fax: 01935-475285

email: enquiries@linescan.co.uk

www.linescan.co.uk





LINE SCAN

A DIVISION OF
UNIVERSAL ENGINEERING

Our customers

All types of businesses use our services including engineers, solicitors, image libraries, museums and hospitals.

Customers include The local Air Accident Investigation Branch which has recently started using the services of Line Scan to archive historic files, some going back over 30 years which could still be used in future investigations.

Line Scan have been able to convert thousands of old paper documents, photographs and drawings and even some very thin carbon copied documents into an easily readable and accessible electronic format.

Quality

Linescan pride themselves in the quality of our scanning process, ensuring, unlike some other scanning companies, that ALL parts of ALL documents are legible. If it is impossible to clearly archive one of a clients documents, they are notified immediately.

Linescan are also able to provide Workflow Management, which provides an automated paperless flow of documents through your business, saving time and money.

The facts in favour of digital storage speak for themselves, and as a fully accredited part of the Universal Group Linescan are well positioned to offer a first class quality service.

Linescan... Leading the way... Setting the pace

SCANNING AND STORAGE. YOUR QUESTIONS ANSWERED.

What types of documentation can Line Scan handle?

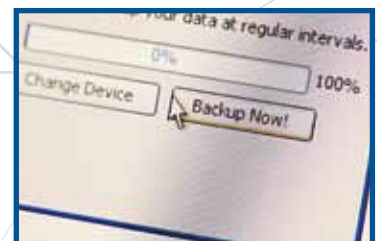
All types of document are handled from hand written notes and typewritten records to catalogues, working drawings, ID's, x-rays and maps. Film and digital archiving is undertaken including microfiche, aperture cards, microfilm and removable media such as CD or DVD.

How does Line Scan archive the material?

Depending on the type of master material you have (paper documents, 16/35mm microfilm, aperture cards, x-rays, criminal records etc.) Line Scan has cutting edge technology and professional technical operators that scan and index the content effectively and quickly making the process cost effective.

Would other departments be able to access these files?

Once your files have been digitised our efficient document management system allows documents / records to be stored where they can be easily accessed by all the departments as required. They can be shared by more than one department and distributed throughout an organisation which could span different geographic locations.



Unit 2, Bartlett Court, Sea King Road, Lynx Trading Estate,
Yeovil, Somerset BA20 2NZ

Tel: 01935-471440 Fax: 01935-475285

email: enquiries@linescan.co.uk

www.linescan.co.uk

