

# Image API Scanning & Indexing Services

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## *Welcome to the Digital Speedway*

If your paper-based document system is slowing you down, it may be time to get on the digital speedway. Paper-based documents can be a burden. They're expensive to store, hard to retrieve, and a nuisance to maintain. And they don't travel well when trying to share them with others.

Image API takes the work out of paper by turning it into digital images. As digital documents, they're easily stored, retrieved, and shared. No more expensive warehouses. No more time-consuming searches through hard-to-reach storage boxes. Digital documents are at your fingertips from your computer.

Digital documents provide an extremely secure format for keeping records confidential and complete. While paper documents kept in storage buildings can deteriorate over time, digital files can last virtually forever. And when it's time to delete files, you can set up retention schedules that will automatically purge them—you'll save all the staff hours normally needed for reviewing and destroying paper documents.

Image API's document conversion services can help you:

- Reduce storage expenses by eliminating paper records.
- Speed up access to documents with accurate indexing.
- Improve internal operations and workflow through document management software.
- Increase your customers' satisfaction with information on demand.
- Reduce workloads and improve employee satisfaction.
- Maintain document confidentiality through security procedures, secure handling, and domestically located conversion services.

### **On Time, Within Budget**

Image API produces millions of scanned and indexed images annually. We are well established with government and private sector clients through large-scale, multi-year projects as well as smaller one-time assignments. We have the experience and track record to make your project run smoothly, on time, and within budget. We offer:

- Highly trained, experienced, and referenced scanning technicians that follow established processes for consistent, high quality results.
- Highly accurate indexing via manual data entry and automated indexing using existing databases. We also offer OCR.
- Chain-of-custody procedures, secure and controlled facilities, and a secure storage vault to ensure records confidentiality and integrity (HIPAA compliance).

- Quality Assurance practices that monitor scanning, indexing, and handling activities and maintain our high standards of operation.

### **Quality Every Time**

Image API converts large backfile inventories and day-forward documents at client sites or at our facilities. We also work closely with clients to develop customized scanning solutions to meet unique needs and tight budgets.

Using high-end commercial scanners, robust imaging software, and exacting ANSI and AIIM standards, Image API consistently produces quality reproductions of all kinds of documents including:

- Original historical archives.
- Detailed maps, transportation system drawings, CAD files, and blueprints.
- Vital law enforcement fingerprint files.
- Checks, vouchers, and other payment processing documentation.
- Confidential healthcare, personnel, public assistance, financial, and similar records.
- Legal documents, employment applications, emails, and general correspondence.
- Daily high volume documents with overnight turnaround requirements.
- And many others.

### **Delivered to your Specifications**

Image API outputs files to any format desired, on any media specified. The most common file formats are TIFF, PDF, and JPEG, but Image API can output to all proprietary and non-proprietary industry standard formats as well.

Image API delivers image files via CD, DVD, web, FTP, VPN, or external hard drive. Many customers will load their image files onto a central server and use CDs or DVDs as backups. Image API will produce the CDs or DVDs (with customized labeling and self-contained retrieval applications) and keep a duplicate copy in an archival vault for safekeeping, if desired.

Image API programmers are highly skilled in Oracle, SQL, and Access databases, as well as Visual Basic, .Net, XML, ASP, Java, and HTML programming languages. They write load scripts, determine proper file structures, and verify operations success.

### **Contact Image API**

Image API offers similar opportunities to help you stay focused on what's most important to your organization. For more information **ABOUT US**, go to [www.ImageAPI.com](http://www.ImageAPI.com) or call 1-877-560-4274.