



DOCUMENT IMAGING / HIGH-SPEED SCANNING

High speed scanning gets your organization moving faster.

The bottleneck to moving from paper documents to a fully electronic system is often the process of scanning and indexing existing documents. While it is easy to do small quantities daily, getting caught up on a backlog of documents often leaves employees frustrated and business processes paralyzed as they wait for full conversion of critical information.

Coleman Data Solutions offers high speed scanning services that includes document pick up, drop off, destruction when required and optional indexing based on your needs and the system you use.

Organizations that move to electronic documents enjoy more efficient document management, can leverage existing information more effectively and efficiently, have better security for documents, are more environmentally friendly and save money on storage and retrieval.



Paper
Documents



Scanning



OCR/OMR and
Indexing

What to Expect

- Up to 40,000 scans per hour
- OCR - Optical Character Recognition
- ICR - Intelligent Character Recognition
- OMR - Optical Mark Recognition
- Color or Black and White
- Can scan almost any size document
- Document destruction included
- Pickup and drop off included
- Secure and confidential

Why Coleman?

Coleman Data Solutions has highly trained document imaging specialists and programmers available to meet the needs of customers.

Our high levels of security and quality assurance procedures both ensure you will get the best and most accurate results.

Data Solutions is a social enterprise of Coleman Professional Services, a nationally recognized provider of award-winning behavioral health and rehabilitation programs in Northern Ohio.