SCANNING AND CAPTURE
FAST, SECURE, ACCURATE

This service combines robust processes and market leading technology, to provide digitisation, capture and indexing of both hard copy and digital assets, improving the speed and accuracy of processing and reducing costs. SPS scans and captures around 24 million pages a year.

What's included

- Point of entry capture or back file conversion
- High volume scanning and indexing, including multi-page documents and forms
- Handling of important original documents
- Highly automated, secure extraction from structured documents, e-mail etc.
- Suitable for hand-print and bar codes
- E-delivery via secure line or SFTP
- Optional processes including rejection handling and cheque processing
- Highly secure and certified Document Processing Centres
- Staff security vetted to BPSS and SC Government clearance level
- Fully managed service — secure destruction, archiving, disaster recovery, reporting

Why choose SPS?

- Chosen by the most demanding public sector and private sector organisations
- Strong references
- Experienced at handling the most commercially and personally sensitive data
- Exceptionally high standards of security and staff vetting
- Access to the most innovative technologies including Intelligent Automation
- Swiss precision and attention to detail

Scanning and Capture in action

By automating the scanning and capture of around 10,000 hand-written forms a day, SPS has reduced costs and substantially increased the accuracy (to 99.6%) of information flowing into a Government department. The service, which handles extremely sensitive personal information, is also time sensitive and delivered under G-Cloud security principles.

Client benefits

reduced costs
Through automation (lower off-shore processing and mailroom costs) and reduced retrieval costs. Fast return on investment (typically less than 12 months)

operational
Faster processing and faster responses — increased agility

consistency
Consistent application of business rules, increased accuracy, reduced risk

information access
Enables content analytics and enhanced insight. Provides information in a consistent and accessible electronic format

transformation
Enables workflow automation

compliance
Enhanced compliance via a full audit trail

SPS ✚

Swiss Post Solutions