



DOCUMENT SCANNING SERVICES

SECURE AND EFFICIENT DOCUMENT DIGITIZATION

GRM is a leader in information management with over 35 years of experience and has facilities located across the country, equipped with state-of-art scanning centers. A combination of the finest equipment, strict operational processes, the highest security standards and expertly-trained staff make GRM scanning services a perfect solution for your digitization efforts, as you move toward an increasingly digital workplace.

HIGH-VOLUME SCANNING

- Our scanning operations are well-equipped to handle large volumes of documents, employing the highest quality equipment to produce scanned documents in a variety of digital formats.
- For bulk scanning, the equipment used includes: high-speed document scanners, Automatic Document Feeders (ADF), document imaging software, barcode and patch code recognition, image enhancement tools, and large format scanners.



OPTICAL (OCR) AND INTELLIGENT CHARACTER RECOGNITION (ICR)

OCR and ICR software can be employed as part of the scanning process; effectively identifying specific content within documents, auto-extracting that data and structuring it within iForms so that it can be put to work in workflow solutions or analyzed via our advanced analytics.

DIGITAL SECURITY

We employ GRM's document management system, VisualVault, to ensure that all new digital files are housed and transferred securely. And our scanning process leverages technology in line with the most modern, rigorous security protocols, safeguarding the integrity and confidentiality of your records.

In addition to Scanning, GRM offers physical storage services, destruction services and a full suite of digital solutions via our secure, cloud-based content platform, VisualVault.

- ▶ Scanning
- ▶ Storage
- ▶ Destruction
- ▶ Digital Solutions

AUTO-INDEXING

- When scanned, documents can be auto-indexed so that they are easily searchable and usable moving forward.
- Tagging documents with key data such as critical document retention information is central to compliance and governance efforts.
- This newly-associated data is also leveraged in order to automatically kick-off workflow automation processes that put programs and reviews in motion at exactly the right time.

