

Information is critical to making good business decisions and providing excellent customer service, so immediate access is vital. Documents that are used frequently, needed instantly, accessed by many or worked on often are therefore best kept in electronic format. Turning physical documents into electronic records has many benefits, and Metrofile's range of document scanning and conversion services can be used to meet any business need.

Metrofile offers efficient, cost-effective image processing solutions that include bulk, once-off, on-site and off-site scanning, as well as an image-on-demand service. Scanned and archived images are securely available on most platforms, via the internet or through other agreed channels. Metrofile is capable of providing anything from small-scale to massive solutions, managed in or from secure environments throughout South Africa and in selected African countries.



Metrofile's enterprise-level image processing services allow for bulk conversions from physical to electronic format for everything from receipts to technical drawings, and are supported by a print-on-demand service. The company's scan-on-demand service, on the other hand, allows for a physical document to be retrieved from the archives, scanned and made available for immediate viewing, while hosted services allow for images to be viewed securely online. An archive writing service allows for the production of a film version of digital records for long-term safe-keeping and, conversely, records stored in micro-image format can be digitised for ease of usage.

Many corporations and large enterprises need to convert paper-based documents, drawings or records on paper or film to digital or electronic data. These electronic records are easier to search and retrieve, can be viewed by more than one person at any given time, and there is the added benefit of protecting the original copy from everyday use.

Metrofile's range of image processing services for clients in this category include:



### Digital Services

1. Document Scanning: on-site or offsite bulk scanning, which includes document preparation, image scanning, indexing with a wide range of output formats to suit almost every need.
2. Archive Writing: A service used to produce a microfilm version of digital information for long-term preservation and safe storage.
3. Digitising: A service used to convert records stored as micro images into digital format.



### Analogue Services

Micro Filming: specialised service for the conversion of hard copy documents into micro filmed exact copies for long term archives and preservation. Output formats include microfilm, microfiche and aperture cards.



## More about Metrofile's image processing services

Metrofile ensures the latest imaging technology is available to all clients through the ongoing investment into scanning production equipment. This ensures that vital business records are accurately processed in terms of image quality and indexing accuracy. A wide variety of industry standard output formats of both the images and meta data ensures simple and accurate importing to a client's electronic records management system.

Metrofile caters for the filming and processing of, microfilm records, microfiche and aperture cards, as well as for the rapid conversion of high volumes of documents into microfilmed records by means of state of the art technology and equipment.

An additional advantage of this method of processing is the safeguarding of the original form which serves as a legally accepted archival records for the long term.

Metrofile's nationally distributed Image Processing Centres all work to international best practices and standards for the best quality image production. Metrofile's Processing system has been uniquely developed and is a world first when it comes to managing large volumes for different client specific needs through the various steps required to produce quality output. This relates to lower costs, higher quality and reduced risk.