AGGREGATE
BUSINESS SOLUTIONS

Aggregate
Capture

Overview

Aggregate filing solution provides necessary platform for setting up a virtual filling system for the purpose of automating management of physical file access, usage and movement within organization and even outside the organization. It is an automated system collecting historical documents or records providing information about Aggregate document stores, group, sub-group and file specification base on their category in the system.
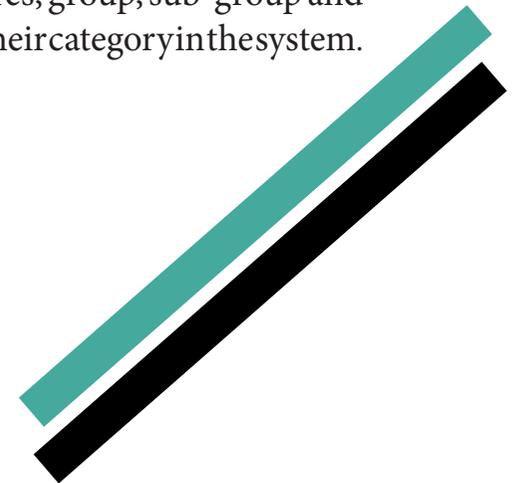
Features

Document Store

For a better way to manage your business records, and focus on your core business, you can entrust your records into aggregate capture. Aggregate capture offers direct and secure filing store while also providing timely delivery options, with regards to retrieving records scanned.

Management

Aggregate capture offer a full range of in-house Records Management solutions. Our integrated records and document management solutions offers records management services for both physical and digital media, disaster recovery support services and consulting services that help businesses save money and manage risks associated with legal and regulatory compliance, protection of vital information and business continuity challenges. In today's business environment, access to critical information is a competitive advantage. By sending your documents to aggregate capture, you can realize significant benefits in the areas of utilization of resources, information control and cost effectiveness. Your records are the blueprint of your business activities and have operational, financial and legal value. They also represent risks, costs, and management challenges. It could be disastrous to your company's reputation, financial health and survival. It is with this in mind that aggregate capture offers records management services to its clients and in outsourcing your business records to aggregate capture you can be assured that your information will be safe and handled in a professional manner.

Scan on demand

Scanning (directly with aggregate capture interface or scan using scanner) documents as part of an ongoing service, and/or in response to a client request to scan specified parts of their archive, or documents for a specific project. Retrieved documents are also scanned upon request (in cases where a hard copy is not essential). Aggregate capture provides archive scanning and scan on demand service to businesses of public and private sector organizations. Our service enables your organization to store your documents securely on cloud and enjoy the benefits of fast digital retrieval. At our facility we have an amazing scanning, as part of our core business, and a custom build data management software for our clients. So if you need a file, just login to our client area and access the files at your own convenience. It's a flexible document storage and retrieval service and saves you time in searching as it has an intelligent search engine for quick and fast search.
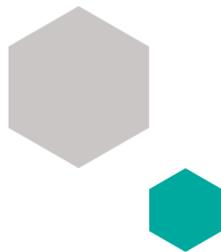
Traceability

Traceability means keeping an unexhausted record of all actions performed on digital documents. While it enables data to comply with regulatory requirements and remain legally admissible, reliable traceability can also improve efficiency and fight against fraud. The aggregate capture Server offers a full data traceability solution to record every event occurring throughout the document life cycle. Available for some basic types of files, including power point, xml, excel, Microsoft world, image, newspapers. Our traceability solutions deliver indisputable proof of data integrity.

Document digitizing services

Aggregate Document conversion is the process of converting paper documents into digital formats. By converting your documents into digital formats, you can preserve your documents. Services allied with such conversion work are termed as Document Digitizing Services. Any kind of document or data, right from texts, images, business cards, books, can be digitized. Further, digitized documents can be shared with anyone, irrespective of the geographical location, through our state of our Aggregate capture data management software. There are many benefits of shifting to digitized documents. Digital documents and data are:

▶ Easy to preserve
▶ Easy to store, retrieve and update
▶ Easy to clone
▶ Quickly accessible
▶ Easy to share and transport
▶ Compatible with all modes of digital data transfer

Aggregate capture is OCR driven and can retrieve files by any word or phrase in the document - known as full text search - a capability that is impossible with paper or microfilm. Aggregate capture can also apply single or multiple taxonomies or categorizations to a document of folder that allow documents to be classified and stored in more than one way from. Something which is not possible with paper or microfilm. Imaging makes it easy to share documents electronically with colleagues and clients over a network, by email or via the Web in a controlled manner.