Information Controls Document Imaging
Solutions for Education

Education is in the business of helping students to succeed, and often this extends far beyond the classroom. Adminstration shares in this responsibility, ensuring that records and documentation properly follow students through higher education and career placement. Additionally, applications for grants and education funding require reporting of academic success and financial need. With Information Controls Document Imaging services, we can convert your old and current paper records to a searchable, standard, digital file, for quick access and retrieval.

Document Scanning

Information Controls has provided document imaging services for over 25 years to companies of all sizes and industries. Using state-of-the-art scanners and document capture software, digital documents provide educational institutions with quick access to organized and secured electronic files. Using Optical Character Recognition (OCR), important key fields of documents can be made searchable to assist with quick retrieval of pertinent information.

Document Management

The most significant advantage to having all documents – emails, PDFs, scanned images, etc. – in one database, is eDiscovery. The ability to quickly access files wherever you are working improves productivity and saves time.

Classification of student personal records, transcripts, and medical documentation allows for quick, easy, and secure access to requested files. All documents are produced in industry-standard formats (TIF or PDF) for necessary sharing, reproduction or document management software integration.

Solution Guide:

When you work with Information Controls, you get the experience of qualified document management professionals to guide you through the imaging process.

1. Exploration - Evaluate how you plan to utilize your documents.

2. Determine Indexing Needs - How do you plan to easily search for documents and which areas of information are most important?

3. Scan, Extract, & Save. This is our job.

4. Import into Document Management Software - Don't have any? We can help.

Other Services

Information Controls can regionally pick-up and drop-off your documents. Document preparation services include removal of staples, paper clips and other bindings, as well as repairing folded and torn documents. The secured imaging facility is also equipped with secure, short-term storage options.

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document imaging

www.icico.com
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