

Document Indexing Service

With mounting legislative pressure for document storage and retrieval, the indexing of documents becomes more relevant.

Indexing your documents will also reduce the cost of auditing. If your documents have detailed indexes their retrieval will be faster and therefore reduce auditor's costs.

INDEXING TYPES

ArcStore

Clients using ArcStore, **Lab's** document management application, will be able to create, modify or delete indexes at any time. They can also pre-register an index enabling ArcStore to produce barcodes which accompany the documents to be indexed. **Lab** simply scans the barcodes and the indexing is accomplished at a fraction of the manual speed, therefore reducing costs.

Scan Index Sheet

Clients provide their documents to be indexed with an index sheet for each document. These documents are then scanned individually and either returned to the client on the relevant media or viewable via ArcStore.



Luxembourg
Zone Industrielle
L-5366 Münsbach
G.D of Luxembourg
T: +352 350 2221
F: +352 350 222 350

Ireland
Unit 18, North Park
Finglas
Dublin 11
T: +353 1 891 4000
F: +353 1 891 4001

Gibraltar
3 Victualling Office Lane
Gibraltar
T: +350 200 03200
F: +350 200 03250

Archive Indexing

This service enables clients to index their documents at a higher level i.e. more general. Rather than index individual sheets, **Lab** can index by archive, sub-archive or by nested documents.

OCR –

Fixed position

Lab will index documents by taking the information from a definite section or group of sections on every page i.e. the top right hand corner.

Roving

The indexing will be completed by selecting predetermined words on each page.



www.labgroup.com
info@labgroup.com