

# > Dematerialization of documents

VIEW, PROCESS AND STORE YOUR INFORMATION MORE EFFICIENTLY.

## What is dematerialization?

Dematerialization involves converting information stored on an analogue medium (paper, microfilm, etc.) into digital format (CD, application servers, among others).

Document scanning and processing is highly secure and carried out according to the most scrupulous of internal standards.

## Preparation and scanning

Document scanning consists of several stages: collection, preparation and digitization via an adapted scanner and processing software (correction and enhancement).

## Classification/indexation

This stage comprises automatic or manual identification of the documents' type. It also enables useful information to be extracted as and when required.

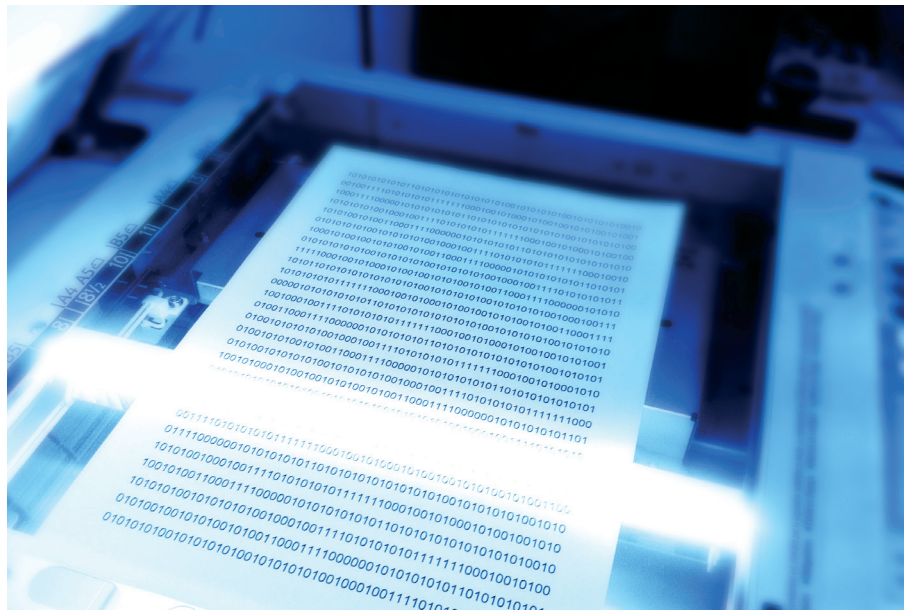
The various structuring, classification and optical character recognition tools mean this stage is fully automated, thereby enhancing quality and reducing production times.

## Digital processing

Our specialized dematerialization department is also able to process your digital files, enabling them to be indexed. It can also convert their format and incorporate them into an EDM or legally compliant archiving system.

## Document return and storage

The scanned documents are hosted by Labgroup or returned to the client.



**The life of any company is shaped by the creation, recording and exchange of information. As a result, access to information must be smooth, secure and confidential. Paper documents are notoriously cumbersome when it comes to retrieving information, while access to them is not always controlled and their confidentiality always in question.**

Labgroup offers its clients more than 35 years of experience in the area of information management. Its dematerialization services are tailored to meet specific requirements, offering clients both ready access to their sensitive data and maximum security at all times.

Our dematerialization services may be combined with electronic document management (EDM) and data backup solutions. These are implemented and hosted from our Data Centres in Luxembourg, offering all the necessary guarantees in terms of high availability and disaster recovery.

## Quality Control

The ISO 2859-1 international standard is used throughout the industry to quantify production quality.

Labgroup applies this standard in the area of dematerialization to monitor and measure the quality of its scanning services.

Doing so enables quality to be measured via statistical sampling over a number of production batches.

By applying this rigorous methodology, Labgroup continuously monitors and improves its production tool while boosting the quality of its batch production.

## Key Advantages

- > Archives in PDF/A-1b
- > Rapid and secure access to information 24/7
- > Convenient, yet highly secure document sharing
- > Less clutter in terms of paper storage
- > Ready extraction of key information from your documents

## Three options are available to you once your documents have been scanned:

- > **Scan to Store:** if you would like to store your scanned documents over the long term for legal reasons or to comply with regulations governing your sector, our Scan to Store system preserves your documents on the IT platform, guaranteeing their security and integrity for as long as you require.
- > **Scan to Use:** this service enables your scanned documents to be hosted on a highly secure IT platform. Any information you deem authorized will be made available to your users via several applications tailored to your needs, namely ArcStore (search and display) and Secure Dataroom (secure sharing).
- > **Scan to Deliver:** if your paper archives are hosted by Labgroup, this on-demand service enables you to dematerialize documents you wish to view, by replacing paper archives with their scanned equivalents. For more information see our E-Delivery services.

A highly reliant, secure and optimised process chain:

