GLENBEIGH
Records Management

A full service document scanning bureau, built on over 20 years of experience.

We specialise in onsite and offsite document scanning projects encompassing a range of document types.

BancTec
IntelliScan
XDS

Our sophisticated document scanning bureau uses a complex combination of cutting edge hardware and software, combined with the most up-to-date scanning procedures, document controls and meticulous attention to detail, in order to scan and convert your documents into digital images.

Forming the core of our scanning bureau are a number of multi-application, high-speed, mixed document scanners that offer image-capturing capabilities up to 300 dpi optical resolution and burst mode speeds up to 375 pages per minute. With our ability to capture detailed images, including fingerprints and high-quality colour photographs, we have truly redefined enterprise class scanning.

Opex Falcon

Streamline Your Business Today.

How the process works

Step 1: As soon as our scanning division receives your documents, the document conversion process begins. All documents are prepped for digital conversion by our prepping experts.

Step 2: Once prepped, our scanning specialists will carefully scan and convert your records using one of our top of the range document scanners, ensuring optimum results and clarity. Scanned images can be created in B/W, Colour or Greyscale up to 300dpi, outputted in numerous formats including PDF, TIFF or JPEG and organised in your preferred folder layout structure.

Step 3: Upon completion of the scanning, your scanned images will be indexed using your chosen naming convention to facilitate future retrieval.
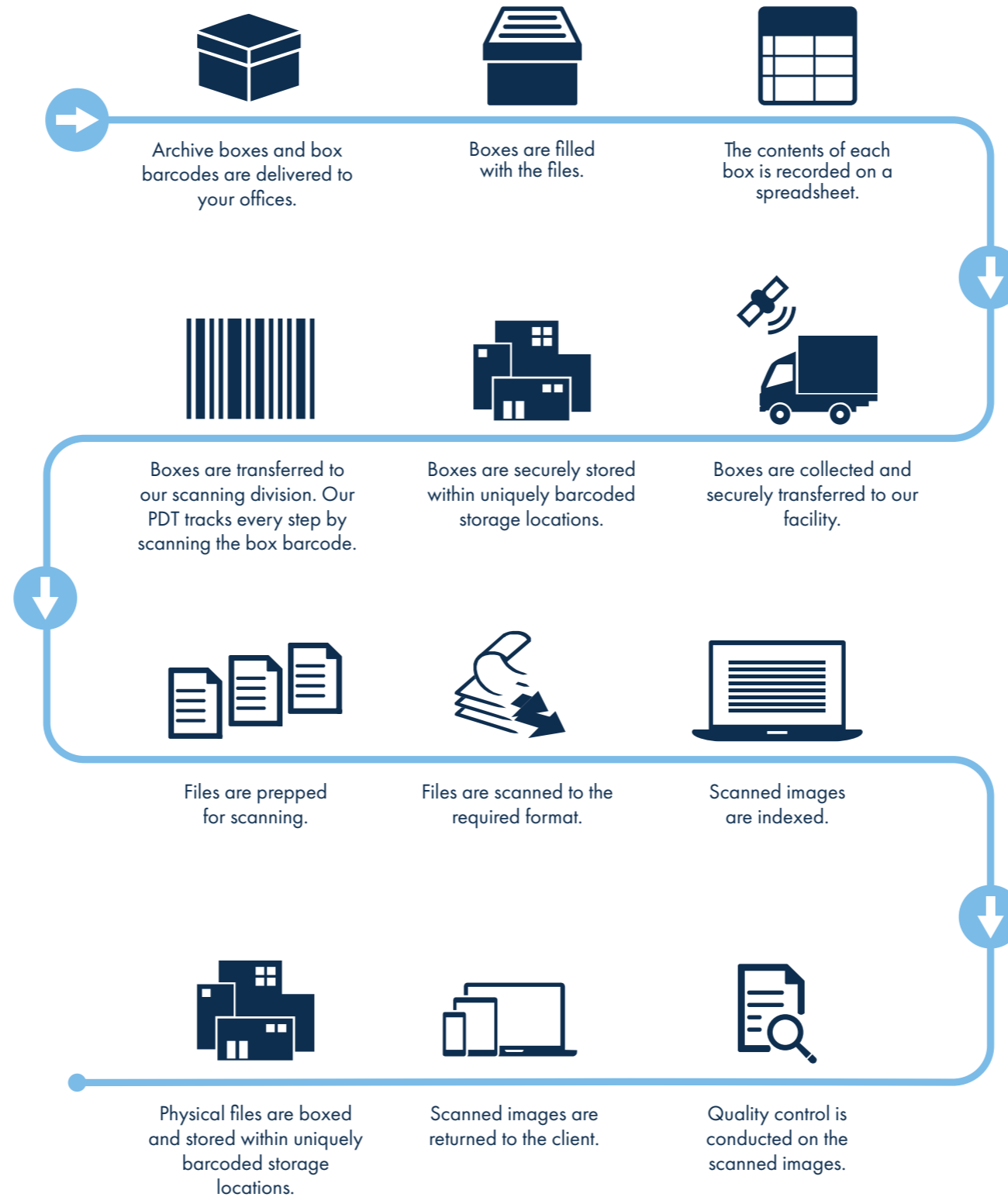
Step 4: When your scanned images have been indexed and quality control has been carried out they can be securely transferred to you.

Step 5: To complete the process we will then securely return the original documents to you in GPS tracked vehicles.

Alternatively, we can provide you with document storage within our highly secure records storage facility or we can securely shred your documents after written authorisation has taken place and we will provide you with a certificate of destruction.

Now is the time to create efficiencies within your organisation. Get in touch with Glenbeigh today to see how our document scanning service can be customised to meet your specific needs.

A typical workflow...

Archive boxes and box barcodes are delivered to your offices.

Boxes are filled with the files.

The contents of each box is recorded on a spreadsheet.

Boxes are transferred to our scanning division. Our PDT tracks every step by scanning the box barcode.

Boxes are securely stored within uniquely barcoded storage locations.

Boxes are collected and securely transferred to our facility.

Files are prepped for scanning.

Files are scanned to the required format.

Scanned images are indexed.

Physical files are boxed and stored within uniquely barcoded storage locations.

Scanned images are returned to the client.

Quality control is conducted on the scanned images.

Data Capture
GRM can provide text seachable files as we have deployed industry leading optical character recognition (OCR) software. This software converts any scanned document into an editable text document with a recognition accuracy of up to 99.8%. This adaptive document recognition technology retains the formatting and multi-page structure of original documents.

File Delivery
The completed scanned files can be transferred to you securely via our cloud portal or uploaded to your chosen document management software. GRM has experience ingesting scanned files into SharePoint, Oracle, SAP, and a number of other document management systems. Alternatively, the scanned files can be returned to you on an encrypted hard drive.

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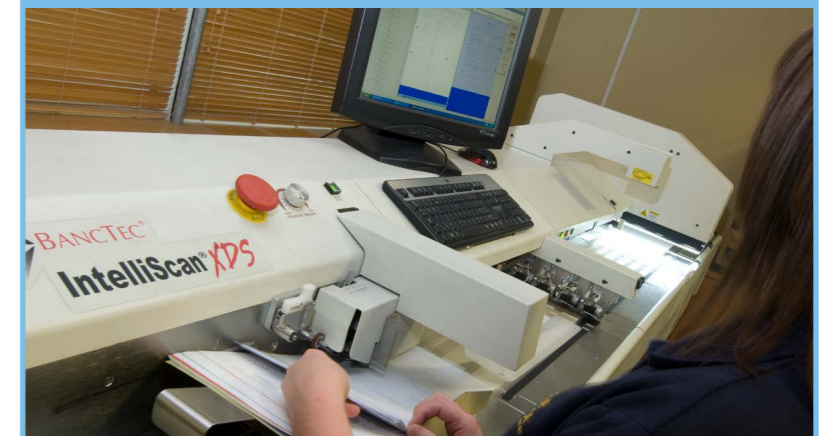
Visit **www.grm.ie** for more information.

Freephone 1800 946 368

Benefits of Document Scanning

Save Time
Even in the most efficient physical document storage facility it takes time to search for particular documents. By digitising your documents you can find and view specific documents quickly and efficiently. Furthermore, all text can be converted to a searchable format.

Save Storage Space
As a computer server can store millions of files it is quick to see how it can save storage space. Once a file is scanned, the physical file can be shredded or moved to a secure offsite records storage facility.

Reduce Costs
Storing digitised documents is cost effective compared to storing physical documents. Organisations will also save processing costs as they will no longer have to pay employees to retrieve or refile a physical file.

Collaborate Efficiently
Photocopying and printing documents is time consuming and costly. By digitising these documents multiple users can view the same document on their computer at the same time.

Enable Disaster Recovery
A core element of a business continuity plan is a digital backup of documents. This enables a full recovery of all business critical documents if disaster strikes.

Recover Lost Information
During the scanning process files that were refiled incorrectly will reappear and they can refiled correctly.

Maintain Quality of Original Document
Through general use physical files can become torn, faded or brittle. Scanning these files will capture the original quality which, through digital use, will not degrade.

Eliminate Re-filing
As digitised documents are not removed from a document management system, only viewed and downloaded by authorised users, refiling is eliminated. Therefore documents can never be misplaced.

Increase Security & Control Access
Scanned images can be securely stored in a document management system, with secure login access. A full electronic audit trail can be provided, showing a detailed user access history.

Pricing
Glenbeigh Records Management will conduct an analysis of the type and volume of documents you require to be scanned before pricing it accordingly.

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Glenbeigh Records Management (GRM) is a wholly-owned Irish company specialising in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

Glenbeigh Records Management Ltd.
Damastown Way,
Damastown Business Park,
Dublin 15,
D15 X9DP.

📞 +353 (1) 822 7161
✉ info@grm.ie
🌐 www.grm.ie