

Scan on Demand

SCAN ON DEMAND

Scan-On-Demand (Electronic Records Delivery) is essential for clients who have multiple locations, have imaging needs, and require immediate access to records. Rather than scanning all documents at one time, the records are stored in our records center and imaged only when the client needs it. Therefore, you are only imaging what you want when you want it, saving time and money.

The process is simple, you request the file to be scanned and instead of delivering that file to your office, the file is pulled, the contents are scanned, and the file is returned to its storage location. The image of the file can then be accessed via ActiveWeb, a secure online web connection that provides electronic access to files, or it can be emailed to you.

DOCUMENT IMAGING AND ELECTRONIC BACKUP

Document imaging simultaneously provides solutions to two fundamental business concerns:

1. The need to conserve and efficiently utilize physical business space
2. The need to maintain quick reliable access to business records and information.

Document imaging quality and conversion rates have seen dramatic improvements in the last five to ten years making the service accessible for businesses of any size.

THE BENEFITS

Morgan Records Management provides document imaging services for small and large orders. No software or hardware investment is necessary for our clients to achieve a business environment that efficiently utilizes technology, personnel resources and available room.

In addition, migrating your business information into an electronic format means that sharing information or improving work processes and information workflow becomes simple and efficient, contributing to time savings and cost reductions.

STORAGE

Morgan Records Management can provide you with multiple storage options such as a DVD archive collection, a single hard-drive unit containing your entire archive, or have Morgan Records Management store and maintain your data on our servers (no additional hardware or software necessary).

OPTIONS

Morgan Records provides multiple imaging options including OCR, zonal-OCR, file indexing, resolution options, and storage and back-up solutions to fit your business.

CUSTOMIZATION

Call us today to begin exploring the different ways that a document imaging program could benefit your business. We'll work with you to design the perfect program that meets your goals and your budget.



Document imaging is an ideal records management solution for companies needing to maintain electronic versions of their records. Morgan Records Management is capable of handling the very smallest imaging requests to the very largest.

Our solution is turn-key. There is no need for our clients to purchase any software, train their employees on hardware, or take valuable time from the other business-critical tasks.