



RESOLUTION

BUREAU SERVICES

Overview Of Services

2010



Daily &
Archive
Scanning



Resolution Bureau Services

Resolution Bureau Services offers the widest range of document scanning services and file conversion. We cover the whole of the UK and are recognised as one of the leading service providers.

We have built up an enviable reputation for providing high quality services to Local Authorities and commercial organisations alike.

Quality Assured

Resolution Bureau Services are warranted at an accuracy rate of 99.35% over the total conversion process which is the highest in the industry.

The output data is converted in accordance to **British Institute Standards BIP 0008** code on legal admissibility of electronic documents. (Previously known as PD0008)



Service Types

Service Types

Archive Scanning and Indexing:

Scanning of all drawings and documents to an electronic format. All documents are catalogued before scanning using BIP 0008 quality procedures.

Daily Scanning: (My Virtual Mailroom)

Documents are sent by post or collected by courier for immediate scanning and returned electronically. (Full information in separate brochure)

Warehousing and Document Storage:

Storage of document archives in managed warehouse facilities, including rapid response and delivery.

Scan On Demand:

Storage of document archives in managed warehouse facilities, documents are scanned and returned electronically as required.

Managed Services:

Provision of all scanning equipment and trained operator at customer site for a contract period.



Work Undertaken

Typical Work Undertaken

Drawing and document scanning:

Scanning of all drawing sizes from A0 to A3 as well as scanning of A4/A3 documents. Drawings can be indexed directly into a document management system.

Archive Scanning: Scanning of all formats, inputting of images into document management systems with full and instant retrieval of data.

Microfilm Scanning: Scanning of Microfilm including roll film, microfiche, and aperture.

Colour Scanning: Scanning of colour documents from A4 to A0 including maps: as well as colour slides, photographs and prints.

Indexing and Retrieval Systems:

Indexing of digitised information for use in document management systems for quick and easy retrieval.

OCR and Adobe Acrobat Formats:

Conversion of images to text via standard OCR (Optical Character Recognition) techniques as well as Acrobat PDF format. Production of manuals, presentations, data sets on DVD which are fully indexed and fully word text searchable.

Electronic Form Design:

Implementation of electronic form filling and workflow systems.



Work Undertaken

Typical Work Undertaken

Canofile 250 conversions:

Conversion of Canofile data to tiff format plus database of index information.

Records Management:

Systems for managing and tracking physical files: bar-coded files can be indexed, located and securely managed.

CD-ROM Mastering, Duplication and Printing:

Preparation of CD Masters to ISO 9660 standards, duplication and printing of CD-R Disk.

Consultancy Services:

Evaluation of current filing systems and recommendations for converting to document management systems.

