

## FEATURES

- Save time and space
- Simple to Use and Stup
- No up-front costs
- Secure online access
- Accessible by unlimited authorized users
- Access your records anywhere



# SCAN ON DEMAND

## WHAT IS SCAN ON DEMAND?

Scan on demand is a cutting edge, time saving service provided by SyTech Solutions.

SyTech stores your vital records at our secured facility, and only scans your records when you request a document. When a document has been requested, SyTech will pull the record from the stored location.

SyTech will then scan and index the document where it will become available for search / viewing online.

## STOP STORING PAPER RECORDS

With Sytech's Scan on Demand service and 1DocStop, you can increase the efficiency of information retrieval and utilization, while allowing your staff to focus on productivity.

## OUR CONVERSION PROCESS



### PICKUP

SyTech's pickup team will box up (if needed) and securely deliver records to our facility for digital conversion.



### PREPARATION

Records will be prepared for scanning by removing bindings, staples etc. and identify index information.



### SCANNING

Scanning staff will take the prepared documents and convert them into digital records. Scans are typically 300dpi auto color detect.



### DELIVERY

Scanned records will then be delivered digitally for import into any document management system.

