

Information Outsourcing Services

Single Solution for Systemic Organizational Improvement

Information is the core foundation of any organization. When information is stuck in folders or sitting on desks, fax machines or in mailboxes, it is the limiting factor in operations—it delays your response time, it prevents you from being agile, and it keeps you from being competitive.

For your business to move to a higher level of performance, you must have critical information at your fingertips— and you need to be able to access it efficiently and cost-effectively.

You need back-office document and data processing contingency capabilities and a foolproof records management strategy that meets regulatory compliance requirements. The bottom line: you need to focus on your core competencies instead of wasting time and resources on the low-return, administrative tasks.

Global 360 provides cost-effective Information Outsourced Services, enabling clients to improve and increase process efficiencies while significantly reducing operating expenditures.

For over ten years we have helped businesses like yours optimize mailroom and document management processes—ensuring the right people have access to the right information at the right time. Our Information Outsourcing Services (IOS) include high-volume, technology-based mailroom, scanning, data processing, and document management business process solutions. Global 360 Information Outsourcing Services will collect paper documents, legacy files, or edocuments, convert them into accurate, retrievable information, and either host them or deliver them into your BPM solution, business applications, and databases. We provide a 100% audit trail on each file to ensure that each page can be tracked and managed.

The benefits of leveraging Global 360 Information Outsourcing Services include increased customer satisfaction, better utilization of employee resources, and the reallocation of capital that allow our clients to focus on their core competencies.

Return on Investment Case Study

A Texas District Government Office decided to outsource their backfile imaging to Global 360 Information Outsourcing Services

- » \$806,000 dollars savings over 36 Months
- » Image costs from \$1.21/each to \$.40/each
- » Included Doc Prep, Scan, Index, QA & Route

Benefits

- » Cost-effective management of business data
- » Elimination of costly facilities
- » Enables regulatory compliance
- » Increase speed of document processing
- » Faster accessibility to critical documents
- » Elimination of information processing bottlenecks

High Volume Scanning

- » 2.5 x 2.5 up to D sized maps
- » Black and white, grayscale, and color
- » Export to numerous document management systems
- » Image Enhancement Capabilities from Kodak
- » Digital Signatures
- » Tiff , PDF, JPEG, and more

Indexing

- » Hand keyed
- » OCR and ICR
- » OMR (Optical Mark Recognition)
- » Integration of existing customer data
- » Barcode Recognition

Conversion

- » Microfilm/microfiche to digital image
- » Tiff images to microfilm via Kodak Digital Archive Writer
- » Tiff to PDF - PDF to Tiff

C.O.M. - C.O.L.D.

- » Computer output to Microfiche and/or Laserdisk (CD/DVD)
- » Supported output: 3480/3490; 3490E; 8mm; 4mm DAT; QIC; 6250/1600 BPI micro reels; FTP

Microfilm Processing

- » Kodak Imageguard Lab
- » RASN Certified (Reference Archive Services Network)
- » Brown Toning
- » Microfilm Restoration

Historical Archiving

- » Zeutschel book scanning, newspapers & large format
- » Preservation of historical documents
- » Photostat recreation to B&W, grayscale, or color

Custom Programming

- » Image enabling of existing software applications
- » Database integration
- » Develop custom imaging tools
- » Others upon request

Software

- » KoVIS ECM software
- » PTS - Production Tracking Software
- » ScanManager Capture Software
- » Imaging for Windows
- » Kodak Capture Software
- » Kofax Ascent Capture

Hardware

- » Kodak Imaging & Micrographics
- » Zeutschel
- » And many other manufacturers

ASP - Web Hosting Services

On-line secure access to your documents.

Why Global 360 Information Outsourcing Services?

With production facilities that annually convert more than 250 million paper-to-analog and digital images, Global 360 Information Outsourcing Services helps customers quickly manage large image capture and conversion projects while enhancing the value they derive from their investments in Global 360 technologies.

Through partnerships with Hewlett- Packard, Dell, Kodak and Microsoft. Global 360 Information Outsourcing provides a full line of image capture, indexing, and conversion services on items ranging from small documents to engineering drawings and media such as optical platters or microfilm.



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