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# EDM Solutions

SpectrumITech is a provider of specialised Electronic Data Management solutions and services aimed at large organisations that have a need for reliable, quality-assured, integrated services that simply cannot be provided by conventional scanning bureaux and most hardware or software vendors.

Technology is just one component of an information management solution. SpectrumITech integrates elements such as data conversion, workflow, procedural and audit control, strategic partnerships and technical collaboration to deliver improved business processes.

## Our areas of expertise and specialisation include:

- Provision of on-site project teams to carry out data conversion and facilities management
- Establishing and operating facilities in international locations
- Provision of rapid-turnaround 24-hour, 7-day-a-week project services
- Proven track record in operating in high-security environments
- Ability to integrate EDM solutions with clients' existing technology
- Specialist content and document capture capabilities such as museum and archive digitisation, asset trading facilities and turnkey on-site scanning facilities



# Products and Services

## Document imaging and data conversion

- Data capture in bi-tonal, greyscale and colour
- Large format scanners including A0, plus digital camera equipment and smaller desktop or book scanners
- All major output formats supported including tiff, jpg, GIF, PDF and Alchemy on a range of output media from floppy disk, CD and DVD to DLT tapes

## Data Preparation and Indexing

- Meticulous preparation of data and extraction of suitable metadata for indexing purposes
- Experience in digitising materials originating in the 4th century BC to modern 21st century records
- Experienced and qualified in preparing and cataloguing diverse, fragile and sensitive materials

## Archival and security solutions

- We host documents in our archive repository through our portal and we deliver them online
- Services include designing, building and implementing a cost-effective system that maintains a user's vital documents at a secure Internet site
- We can provide all backup, administrative, security, software upgrades, systems and database administration, hardware support and training
- Access to the EDMS is through your current Microsoft Explorer or Netscape Communicator browsers with customised, secure retrieval

## Project and facilities management

- Our expertise is based on many years of practical international EDMS and IT operations
- Extensive, independent product and market knowledge supported by highly qualified technical staff

- Provision of on-site data conversion and routine operations support, including system backups, media administration, plot and spool queue administration in addition to scanning services
- Conventional systems administration including overall management, performance monitoring, and capacity planning can be accomplished along with technical support for Unix, network operations, and applications support including Oracle

## Consultancy

- Our extensive experience, independent of hardware and software vendors, allows SpectrumITech to design and resolve objective EDM strategies to match individual customer requirements. Whether undertaking document inventory rationalizations, initiating workflow, offering hardware and software selections, settling systems integration issues or conducting EDMS planning and implementation, SpectrumITech provides complete peace of mind

**With a proven track record in EDMS project management with organisations as well known as Unilever, Shell, BT, Enron and the Pearson group, it's guaranteed that customers will benefit from the help of some of the most experienced project management professionals in the data management field. SpectrumITech has successfully organised and resourced projects from Tokyo to New York, Edinburgh to Brighton.**



**SpectrumITech**

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