



Established for over 35 years, we have focused exclusively on providing unbeatable office technology, and although we are a truly national operation, our success has been forged around our unique network of local offices providing on-the-spot response, rapport and reliability.



## Scanning & Digitalisation

**Any lack of business efficiency or management when it comes to giving your customers and staff what they need, can damage your reputation and your results. That's why it's important to professionally manage your document processes and systems, ensuring that your brand is one that people can trust.**

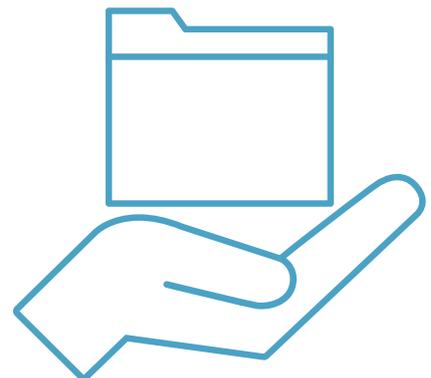
It maybe time for a fresh start if you are still using paper-based systems. Hard copies are not always easy to track, trace and share when it comes to recording, communicating and analysing crucial management/customer data. Expensive filing, indexing and manual input/retrieval have no place in today's busy office environment.

By digitising and scanning hard copy into compact, easy to manage images, employees can readily access data, compress and convert documents into user friendly, electronic formats as well as being more agile and responsive to customer demands.

### Compress your documents

Every business needs to have the capability to email large images and PDFs across the network. All too often the file size limits how and where it can be stored and the speed it is transmitted. This can create disappointment and highlights inefficiencies.

By compressing and converting images and paper documents into different output formats (by up to 50%), you gain better access, improved transfer speeds and more storage options.





### Digitalisation of your office

From more effective document publishing, to instant file retrieval, sharing and collaboration, digitalisation is the secret weapon in your business armoury! It can mean the difference between winning an order, impressing (or disappointing) a customer or building trust in your brand.

The financial and operational benefits secured by hard copy digitalisation make it an intelligent investment for any business, irrespective of its size. It paves the way for simple, but effective automisation of day-to-day tasks, and puts you in the driving seat when it comes to management and control.

### Distribute your files electronically

Why waste valuable staff time trying to locate misfiled data and re-typing paper documents into Excel or other formats, when it can be scanned directly into a document management system for increased security, consistency and collaboration.

You can now accurately scan any document into a Microsoft Office format and back-end systems with a single click! This also permits a complete access/audit trail.

Remove the frustration and inefficiencies in your business, by installing a single, secure online digital platform allowing you to source, share and archive information in more intelligent ways.



#### Document Management

We are experts at planning and implementing efficient document management systems that automate the entire process of capturing, organising, accessing, viewing, collaborating on, updating, integrating and customising data, leading to greater efficiencies and accessibility.

### The Benefits

- Improved document control
- Free up staff time
- Increased document security
- More intelligent document storage options
- Reduction in document storage costs
- Improved service quality

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