

# Backfile Scanning

A simpler way to digitise, organise, and access documents



Increase productivity and lower administrative costs



Improve backfile processing efficiency



Searchable, rapid data retrieval



Enhanced quality document scanning



Secure document storage



Automated extraction, indexing, and classification of documents



Image correction and enhancement



Captures numerous data types with up to 99% success rates

## Overview

Backfile Scanning offers secure, cost-effective, end-to-end services for the confidential storage, retrieval, distribution, and disposal of hard-copy records. Utilising state-of-the-art equipment and dedicated, knowledgeable staff, Backfile Scanning helps organise and digitise paper documents and records.

The Backfile Scanning solution manages the entire range of the document life cycle including document pick-up and delivery, onsite document preparation, scanning, indexing, automated data capture, storage and retrieval, archiving, and physical destruction. This digitization process is fully scalable to projects of any size and scope and is flexible to adapt to the changing demands of an organisation.

## Key Features

### High-Speed Scanning & Imaging

Using advanced equipment, Backfile Scanning quickly and efficiently scans projects in high quality, scans multiple batches, uses an ultrasonic feed feature to avoid double feeds, detects and corrects skewed documents, and scans document batches of mixed sizes and weights. This rapid automated solution saves costly overhead expenses while freeing up employee time and delivering quality results.

XBP Europe's service delivery team works closely with the company to ensure the physical quality and accuracy of the back-file source materials provided for scanning. At any time, rules can be adjusted to meet the company's needs.

### Automated Extraction & Indexing

Using scanning technologies such as optical character recognition (OCR), intelligent character recognition (ICR), optical mark recognition (OMR), fuzzy matching, and iterative machine learning, Backfile Scanning captures numerous data types with up to 99% success rates. Data is extracted and automatically indexed using the corresponding indexing fields provided by the company.

### Document Classification & Enhancement

Backfile Scanning classifies documents by document type thereby making the process more efficient. Through continuous learning, the classification engine alters its behaviour over time to optimise auto-classification based on prior results.

Backfile scanning offers image correction and enhancement including line removal with character repair, normalisation of linear distortions, page dewarping, and more for clearer document images.

### Secure Document Storage & Release

Converted images and extracted data are delivered via Secure File Transfer Protocols (SFTP) to a document management system maintained by XBP Europe, the customer, or a customer-specified third-party vendor. Using the Backfile Scanning document storage platform, digitised documents can be easily searched and accessed allowing employees to work and collaborate efficiently from anywhere at any time.

Any documents the company chooses to archive are automatically routed and compiled into a secure, encrypted storage system. For documents the company wishes to dispose of, XBP Europe's disintegrator pulverises paper materials until they are unreadable. This end result eliminates the possibility of deciphering personal or confidential information.

## About

XBP Europe offers innovative solutions for customers to streamline complex bills and payments processes. We help enterprises, SMBs and public sector organisations globally to rethink transactions, digitisation, operations, communications and remote working. Get in touch today.