



Networking Infrastructure Solutions
Information Worker Solutions
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Integrated Digital Systems – Announces Digital Documents on Demand™

Are you overwhelmed with paper? Do you need space that's now occupied by file cabinets? Do you need faster access to information and records? If so, then IDS Digital Documents on Demand ("DDoD™") Services is an efficient cost affect alternative to the complete digitization of your company, firm, agency or organization's paper assets. DDoD™ allows you to store your boxed paper records or drawings at our secure storage facility in one of two locations (Manassas, Virginia or our soon to open new facility in Jamestown, New York.) Customers with multiple locations who have imaging needs and or need immediate access to stored records now have a viable and affordable solution. Having paper records containing millions of pages digitized is a huge and costly undertaking for most businesses. The ability to safely and securely store paper records in an environment and on demand have them pulled, prepped, scanned and placed in a secure web accessible portal and returned to their storage location can dramatically reduce that cost. The IDS DDoD™ Services is an alternative to big digitization projects or staff physical storage retrieval and provides the benefits such as:

- ✚ Increase in valuable office space and reduction of needed storage space
- ✚ Reduced labor cost
- ✚ Easy assess to records
- ✚ No reproduction or copying cost
- ✚ Digitization of records as needed
- ✚ Secure transmission of records
- ✚ No geographical boundary for authorized sharing

With access to the IDS Digitaledocs Web-based document access portal you are able to consolidate and centralize client, patient, legal, product, drawings, pictures and business files and access them instantly through a standard Web browser regardless of geographic location. By using IDS' DDoD™ document conversion services you can request paper records and view them when needed in a variety of formats.



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If the cost of converting and maintaining an internal document management system has prevented you from implementing an imaging solution, DDoD™ enables you to store your documents safely and simply pay as you go.

DDoD™ offers the following basic services:

- ✚ Scheduled document transport services (weekly, monthly, quarterly)
- ✚ Local onsite packing services
- ✚ Inventory of files by box with unique barcode identifier and verification with customer representative.
- ✚ Secure box storage at one of our facilities
- ✚ HIPAA and Privacy Act compliant secure facilities and services
- ✚ Online inventory of files, box# , location and destruction date
- ✚ Online request forms for digitization services
- ✚ Pricing options based on requirement time frame and format
- ✚ Shredding services with certificate
- ✚ Media transfer services (deliver on HD, USB Key, CD-ROM, DVD etc)
- ✚ Temporary and extended hosted secure portal services
- ✚ Affordable EDMS software solutions
- ✚ Consulting and Business Process Services
- ✚ Disaster recovery services, scheduled systems back-up and support.

For more information and a quote for services contact sales@idsscan.com or

Integrated Digital Systems/ScanAmerica, Inc.

1- 703-368-2887 or 1- 800 -283-0999