



SCANNING AND DIGITISING

THE CHALLENGE: ORGANISE THE DAILY DELUGE OF PAPER EFFICIENTLY.

Documents must be processed quickly, made readily available and archived in compliance with regulations.

The requirements for quality information management are high and selecting the right format for your information is critical for records management, processes and compliance.

By selecting the right documents to digitise, you can streamline your workflows and help transform your organisation to more digital ways of working.

We can advise and assist you on all aspects of digitisation.

IRON MOUNTAIN (SWITZERLAND) LTD.

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INTELLIGENT DIGITISATION

Living in a hybrid world with growing paper and digital information to manage and the push for future digital transformation efforts can put a lot of pressure on you.

The real solution is to not scan everything – it's to know what to scan. With help from an information expert you can determine what should be stored and what you can digitise to increase efficiency and streamline your business processes.

SCANNING AND DIGITISING

READY FOR THE FUTURE WITH DIGITISATION

WHY SCANNING AND DIGITISING CAN MAKE SENSE FOR YOUR BUSINESS

1 BUSINESS PROCESS OPTIMISATION

Working digitally (in contracts management, for example) contributes significantly to the productivity of your business.

2 FAST AND SECURE ACCESS

When important documents are available in digital form, they can be accessed securely and flexibly worldwide via an encrypted platform or your document management system.

3 COST SAVINGS

Save space and money - office space can be better utilised or reduced and work processes can be streamlined!

OUR SCANNING SERVICES AT A GLANCE

1 ARCHIVE SCANNING

When it makes sense for you, we digitise complete or partial archives and migrate the new format to an online repository.

2 IMAGE ON DEMAND

Retrieve, scan and make paper documents available online on-demand for rapid access. Reduce scanning and storage costs by only scanning what you need, when you need it.

3 BUSINESS PROCESS MANAGEMENT

You can also integrate our scanning services directly into your existing work processes and IT infrastructure, thereby optimising them.

4 INFORMATION MANAGEMENT COMPLIANCE

We assist you in managing your information in compliance with industry and legal requirements.

Additional products: Records Management, Consulting, Data Management

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ABOUT IRON MOUNTAIN

Iron Mountain Switzerland is a leading specialist for business information and records management. The company provides support to corporate customers to structure and archive business-relevant documents, files and data media - both in physical and in digital form. Our range of services extends from archive and data management to consultation and scanning. They help our customers make their processes more efficient in the future, save space and money, optimise compliance and governance and to ensure high availability of information relevant to the business.

Globally Iron Mountain offers more than 220,000 corporate customers an archive infrastructure of over 7.9 million square metres, spread out over 1,400 facilities in 47 countries.

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