opentext™

OpenText Document Capture Services

Quickly manage image capture and conversion projects while enhancing value from OpenText Enterprise technology investments

$2,100 savings in storage
Average cost to maintain one file cabinet on site

5%
Percentage of documents that are misfiled or lost in paper-based systems

$14,000 savings in labor
Annual loss of productivity per staff member to research, locate and retrieve paper

Outdated paper filing systems typically cause agencies a great deal of frustration, especially when required records cannot be

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OpenText Document Capture Services uses a multi-step quality assurance plan that maximizes both image quality and metadata index integrity. Multiple checks are performed in the process to ensure the highest level of accuracy so that customers can be confident in the final product.

- Consulting Services
- Professional Services
- eDiscovery Consulting Services
- Cloud Services

Receipt and verification of documents

Electronic inventory