INCREASED EFFICIENCY VIA DIGITIZATION

SAGA GmbH, the scan specialists

SAGA

Those who make work more efficient, have to work efficiently themselves.
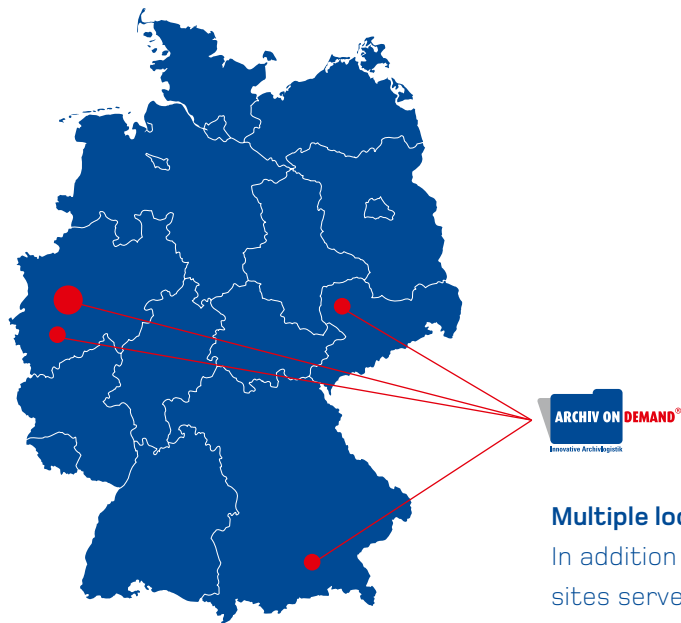
That's why we are well prepared for your tasks. With proven methods, highly qualified personnel and a wide selection of scan hardware.

Ludwig Nickel, Managing Director of SAGA GmbH

This is SAGA.

SAGA GmbH combines groundbreaking scan technology with innovative services. Since being established in 1984, the family business with its headquarters in Düsseldorf has been continually extending its area of operations and providing customized industry and system independent solutions for electronic archiving and information management.

ARCHIV ON DEMAND®
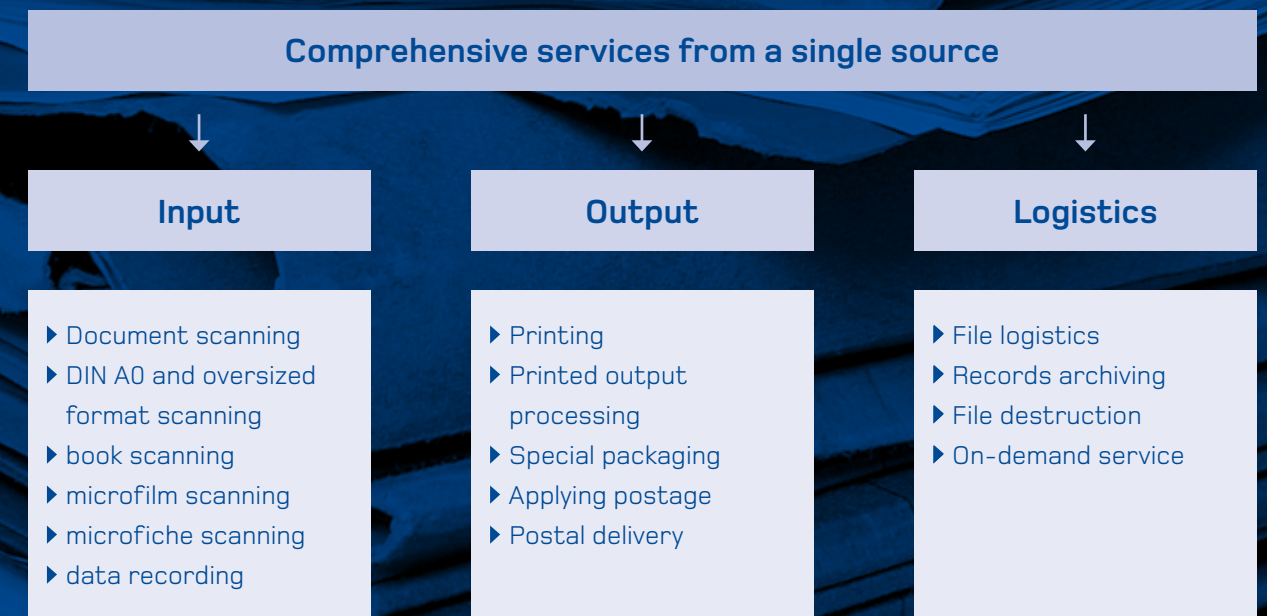Innovative Archivlogistik

Multiple locations:
In addition to our headquarters in Düsseldorf, further sites serve as the points of departure for our own in-house pickup and delivery service. Our own logistics center ensures simplified and particularly secure processes.

Scanning.
Accelerate work processes.

Although paper can be practical when recording data, it can quickly become a hindrance during further processing of information. Transportation, sorting, recording, archiving and storage incur costs and can significantly slow down processes.

With SAGA's scan services, you can benefit from cutting edge electronic data processing even if you have massive amounts of paper documents.

With records, incoming mail and much more: we provide skilled support for your tasks with our experience and technical equipment.

Comprehensive services from a single source		
Input	**Output**	**Logistics**
▸ Document scanning	▸ Printing	▸ File logistics
▸ DIN A0 and oversized format scanning	▸ Printed output processing	▸ Records archiving
▸ book scanning	▸ Special packaging	▸ File destruction
▸ microfilm scanning	▸ Applying postage	▸ On-demand service
▸ microfiche scanning	▸ Postal delivery	
▸ data recording		

File and document scans.
Create a clear basis for decisions.

With SAGA's scan services, you can not only significantly accelerate the availability of information, but allow for simultaneous access.

This generates efficient work processes that tap into your company's potential and integrate perfectly with your existing IT environment.

Turn the content of your records and documents into information that can be called up at any time. In addition to this, you can save your employees the time-consuming task of going to the archive and carrying out superfluous records research.

Incidentally: records are often expensive tenants. If you would like to place your records in our high-security archive or plan professional disposal, we would be glad to provide advice.

The scanning process.
From paper to data.

Our experience shows that perfect scans are a rarity. Paper clips, staples, post-its, bends, notes and writing on both sides of a document pose special challenges for the scanning process, for which we are well equipped. Cutting edge camera technology, ultrasound sensors to detect entry of more than one page at a time as well as experienced sorting specialists work together to ensure a perfect scan result. Our high-performance document scanners digitize a wide range of written documents regardless of format up to a size of DIN A3.

The scanning procedure itself is performed by qualified staff members, who have not only received intensive instruction, but have completed at least one business training course.

The image format provided to you on CD, DVD, USB drive or online can be selected as needed. OCR processes and a wide selection of output formats ensure that the collected data can be integrated smoothly in your company's data processing environment

Services:
▸ Pickup service with our own vehicles
▸ Presorting, preparation
▸ Scanning by highly qualified personnel
▸ Data export including OCR
▸ Return transport and/or archiving or destruction

Record and document scans

Large-format scans.
Give us big tasks.

Our extensive range of cutting edge technical equipment also handles large-format scans. Whether you have blueprints, architectural drawings or land register maps, we can digitize in customized resolutions and easily process your documents up to a width of 1.10 m without limitations with regard to length.

Scanning can be carried out in color, levels of gray or black and white depending on your requirements. It is also possible to convert your documents to CAD drawings. Special software is used for vectorization and the resulting files are then manually processed by trained CAD specialists. The results are subjected to careful final inspection.

Large-format scanning

Book scans.
Protect that which is valuable.

Regardless of whether dealing with entire libraries or individual copies, we digitize in a way that precisely reproduces colors and protects the material. Especially when it comes to historical collections, we are often confronted with peculiar challenges, which we reliably master time after time. Our special book scanners digitize historically valuable books and documents in a nondestructive manner in color, levels of gray or black and white.

If needed, we can also perform OCR on entire texts. Even Gothic print can be largely automatically recognized by our high-performance OCR server. Handwriting and other information that can not be automatically recognized using OCR, can be manually recorded if needed.

Book scanning

Data recording. Mass printed material at high velocity.

Whether market research, response cards or competitions, the digitization and optical recognition of a wide variety of information media provides new options for the efficient development and extension of address databases and other records. We offer our customers entire work processes, which they can use to streamline their CRM and direct marketing campaigns even more.

Our advanced technologies record the information in a form tried and tested by SAGA. We will pick up your response cards, questionnaires or form sheets and provide them back to you in digitized form either on data media or online.

Microfilm scans.
Your archive will always be up to date.

We bring archiving systems based on microfilm into today's world with high-quality microfilm scanners. We are well prepared for almost any media, whether microfiche, microfilm jackets, drawing punch cards or film rolls. If necessary, we can manually process the results and thus additionally increase the image quality.

Audio and SMS recording.
SAGA works with more than just text.

Our recording of audio and SMS data has been tried and tested multiple times especially in the area of telephone contests. In addition to this, our cutting edge voice recognition allows for precise notes on conference lectures, interviews and conventions.
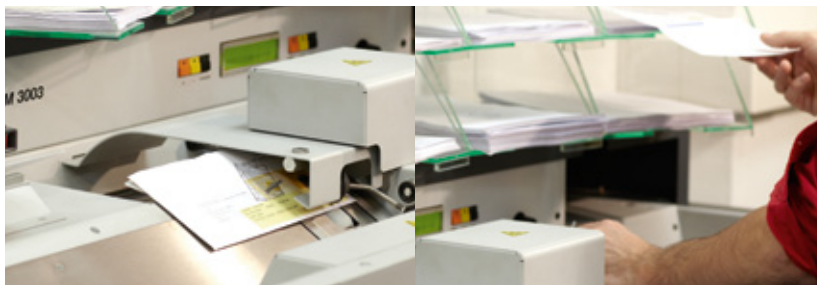
Microfilm scanning

Data recording

Inbox service.
Your electronic mail room.

Outsourcing your inbox can have many advantages for your company. You save administrative costs and reduce communication processes significantly. Your post is picked up from your postbox several times a day, digitized and transferred directly to your document management system online. If you are not yet using a document management system, you can view your scanned post directly via our online portal or we can send you the data via email. However you use our inbox service, your correspondence can be made immediately available to all of your employees. You can even access your daily mail from anywhere in the world via our online portal.

Electronic invoice management.
„Free up your accounting department."

Processing incoming invoices and especially handwritten documents are time-consuming jobs. Just give them to us. Our audit compliant invoice management service ensures that information like the invoice number, invoice date, sales tax and other details are reliably entered, validated and archived. Verification using information from your ERP system can also be easily integrated. Instead of tying up valuable time and resources, you can considerably reduce processing times using our electronic invoice management.

Inbox processing

Output management.
Printing and delivery.

Whether you have to process participant or winner notifications or payslips, If you want, we will be happy to provide support in printing and sending mass printed materials. Your advantage is that everything remains in one place and no data conversion is necessary. We would also be glad to assist you with special packaging of gift certificates and other promotional items.

Printed output processing and packaging

Logistics. SAGA transports.

As a business partner of financial institutes, we are also particularly well prepared for especially high demands when it comes to data protection. Therefore your records, documents and other information media can be transported by the SAGA pickup and delivery service and taken to our guarded security archive. If you value additional security, we can provide transport containers, which are closed and sealed by your employees and which only we are allowed to open.

Records and documents logistics

Data. The highest level of security.

We have over 25 years of experience in dealing with data pertinent to security. We therefore meet the highest standards

▸ All of SAGA GmbH's rooms are secured against intrusion and fire.

▸ At night and on weekends and holidays, a VdS certified security service patrols both the inside and outside of the building.

▸ Every employee signs an agreement to adhere to federal data protection regulations.

▸ Production rooms are secured with electronic access control and equipped with video surveillance.

▸ All servers are located in a climate-controlled strongroom.

▸ Our IT systems are protected by several firewalls.

▸ All data protection measures have been certified by external organizations.

▸ We are a member of the Association of Organizational and Information Systems e.V. (VOI)

▸ We adhere closely to the federal data protection act and the stipulations set forth according to GOBS/GoBIT and GDPdU.

Data protection and certification

Web archive. Freedom and security in a single package.

Your company can now save additional investments in hardware and software as well as backup solutions. With SAGA's web archive, you have flexible access to your documents and many options for further processing. At the same time you can rely on independently certified security, which even meets the special demands of the financial sector.

Instead of installing software on your computers and regularly performing updates, simply access your digital archive via a secure HTTPS connection in your web browser. SAGA not only provides you with access to your data via Internet, but several options for further processing including workflow management as well. SAGA also meets the highest demands with regard to security. Key terms in this regard include ISO 27001 certification, data retention according to the federal data protection act (BDSG) and many other standards

Your data is especially well taken care of on our servers:

1. Separate computer centers ensure that operation is continued even in the case of total failure.

2. The server locations have high connection capacities via several communication providers

3. Various system monitoring categories from basic to end-to-end monitoring of the applications and professional network management with the use of load balancers, bandwidth management and WAN optimization solutions.

4. BaFin compliant service provision as well as guaranteed and certified storage of data in accordance with the German data protection act (BDSG) and ITIL compliant service provision with standardized fulfillment of various best practices in IT management.

5. Central bilingual control center (German/English) as an international contact for active monitoring and control.

Contact.

Don't hesitate to call us: **+49 (0) 2 11 / 4 78 45–0**
Visit our website: **www.digitalarchivieren.de**
Or send us an email: **anfrage@saga–gmbh.de**