



Benefits

- Digitise previously paper-based documents and records
- Save time and reduce physical paper volumes
- Improve document access and reduce retrieval time
- Ability to add search functionality to documents
- Rapidly scan high volumes of documents
- Documents are handled at our state-of-the-art Converga Technology Centres (CTC's) based in all major capital cities
- Highly secure
- Configured to your business needs

Converga's Scanning Services

Let Converga turn your previously paper-based documents into useable digital information, saving you time and dramatically reducing your physical paper volumes. Solutions are customised for each client so that documents can be distributed, stored and accessed based on your exact requirements. We offer a range of high-speed scanning services such as:

- High Volume Scanning
- Indexing and Archiving
- Back-file Conversion
- Assistance to become PCI/DCS Compliant

High Volume Scanning

Converga offers high volume scanning for clients with a large number of paper documents that they simply want digitised; the scanning can then be combined with indexing, archiving and online access depending on your needs. Our scanners are capable of processing hundreds of thousands of documents daily, giving us greater flexibility and capacity to handle the smallest through to the largest jobs. The digital versions of your previously paper-based documents can be indexed, archived and accessed online, or simply stored on a high-capacity hard drive or a collection of DVD's.

Scan. Index. Archive

Scanned documents can be automated using the latest OCR and IDR technologies, allowing your documents to be indexed, archived and easily retrieved via search functions.

Back-file Conversion

If your organisation has been storing historical documents and records to keep for reference over the years, then you would be aware of the hassle of accessing those documents, let alone finding the specific information from within those documents when needed. Converga offers full back-file conversion services that include scanning and creating images of your historical information. The images can have full text search capability enabled as well as an online repository created if desired.

Assistance to become PCI/DSS Compliant

Certain industries such as finance and insurance are currently undergoing PCI/DSS compliance programs. This involves removing sensitive information, such as credit card details, from all documents including paper-based archives of files. Converga offers redaction services, both manual and software based for paper and digital documents, ensuring your organisation is compliant and your customer's details secure.



Other Converga Solutions:

- Paperless Accounts Payable
- Digital Mail
- Automated Claims/Form Processing
- Contracts/Case Management
- Mailroom Management
- Records Management

Let Converga take you on a journey of innovation

We've already led some of Australia's largest and most complex organisations, both public and private, along a path of innovation. During the journey you'll gain strategic advantages, ongoing cost savings and world-class best practice capabilities. Also, importantly for today's organisation, our solutions help our clients reduce their impact on the environment.

Why take the journey with us?

We lead the Asia-Pacific region in Business Process Outsourcing and Business Process Co-Sourcing services.

World-class Technology Centres

Our Converga Technology Centres are an excellent demonstration of our leading-edge approach to capture, storage and the transformation of raw data into valuable information. We will help implement best practice process capabilities across your information value chain.

Secure

Converga incorporates a range of security measures designed to keep your documents safe – including secure log-ins for authorised users, audit trails and business-driven access controls and restrictions. Our clients include large Federal Government agencies and some of Australia and New Zealand's largest banks, insurance companies and retailers. All our client's enjoy the same level of security as our largest customers.

What we do and how we do it

Converga has a range of office and business solutions which use imaging, data capture, document management and workflow technologies to provide clients with real competitive advantage. We specialise in Information Logistics and Business Process Outsourcing, and in order to provide our customers with effective solutions, we leverage our experience, processes, people, technology and partners to deliver innovation, exceptional customer service and cost savings.

Who we are

Converga is a 100% owned subsidiary of New Zealand Post and joins their extensive list of strategic investments in Australia and Singapore within the Information Technology, Business Process Outsourcing, and logistics markets. When Converga began operations in 1994, the company was best known as a provider of mailroom services. As the demand for Information Management services increased we emerged as a specialist in Business Process Outsourcing with a particular focus on automation.

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www.converga.com.au



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