



# Document Conversion & Management

Move from Analog  
to Actionable

 Versaterm



# Upgrade from Manual to Meaningful

Endless pages of paper, rolls of microfilm, and layers of microfiche cause clutter in your organization. These non-digital records archives also slow down searches for important information. Converting these hard copy files helps ensure data longevity, use space more effectively, and increase the availability of all your data.

Explore how to convert your analog files into manageable actionable intelligence.



Document  
Conversion



Electronic Document  
Management System



# Versaterm

**Document conversion allows for better data longevity, space utilization, and increased data availability**

Gone are the days of sorting through paper records or searching microfilm and microfiche. With document conversion, even your historical documents can be in digital form and readily searchable and available. Whether your agency is now primarily paperless or just aspiring to be, you likely still have boxes full of historical materials that are at risk of damage or loss. Let Versaterm help keep your organization's important records safe and accessible while reducing storage costs and management.

# Optimize File Storage

An easier way to access, protect, and retain your records while saving on administrative costs.



## Ensure Data Longevity and Integrity

Digital conversion and storage with audit trail provide peace of mind in the event of natural disaster, misfile, loss of records, or theft



## Use Existing Space More Effectively

Storage areas currently used for physical documents can be repurposed to other, more effective uses



## Save Time, Money, and Resources

Having critical information more readily available reduces record administration time

A photograph of a cluttered desk with a large pile of papers, a laptop, a desk lamp, and a bookshelf in the background. The image is overlaid with a semi-transparent blue filter. The text 'Document Conversion' is written in orange on a white rectangular background in the bottom right corner.

# Document Conversion

# Personalized Guidance for Exceptional Results



Select the services and processes that best fit your agency's specific requirements - including future document conversion needs with our guidance



## Document Conversion Expertise

Qualified experts ensure consistent, high-quality document conversion



## Production Level Scanning

High volume projects can be completed in a timely manner either on or off site



## Exceptional Quality Control

Quality checkpoints throughout each project to ensure a high value and optimal delivery

# Tailored Solutions for Optimal Outcomes

Results meet your specifications and needs rather than using a one-size-fits-none approach



## Variable Media Conversion

Converts oversized drawings, docket books, paper, microfilm, microfiche, and aperture cards



## Data Entry Index

Gives the ability to search across multiple index fields across multiple document types



## Multiple Output Options

Several different output file type options are available, depending on agency needs

A conceptual image for a document management system. It features a laptop with a screen that displays a grid of 20 small, light-colored drawers, arranged in 4 rows and 5 columns. Each drawer has a small handle and a label area. The entire image is overlaid with a semi-transparent blue filter. In the bottom right corner, there is a white rectangular box containing the text 'Document Management System' in a bold, orange font. The background of the image shows a desk with a keyboard and a cup, but they are mostly obscured by the blue overlay.

# Document Management System



# Securely Search Anywhere, Anytime

Secure file and data access - anytime, anywhere with OnPoint,  
the cloud-based document management system



## Simplified Search

Indexed documents  
make search and  
reporting effortless



## Worldwide Availability

Secure web logins make your  
documents available  
anywhere via any  
web-accessible device



## Role-Based Security and Access Control

Maintain document security by  
providing the right information to  
the right people at the right time

# Document Storage Made Simple

Stores your secure documents and integrates with your existing systems



## Robust Cloud Storage

Uses a highly-secured, performant Microsoft Azure US Government Cloud data center with flexible storage options



## Extensive Scanning & Uploading Capabilities

Built for high volume with multiple document-type scanning and indexing



## Software Integrations Available

Existing software integration allows retrieval across multiple document platforms

# Versaterm



## About Versaterm

Versaterm is a global public safety solutions company helping agencies transform their organizations by providing innovative solutions, expertise, and an unwavering dedication to customer service. Formed in 1977, we are on a journey to build an ecosystem that will enhance community safety by creating purposeful integrations across the public safety spectrum. We deliver intuitive tools developed for public safety agencies, forensic labs, court systems, schools, and other institutions. Our selective growth strategy focuses on improving customer and user workflows for more efficient and effective operations, leading to better service and more just outcomes. For more information, visit [versaterm.com](https://www.versaterm.com), LinkedIn, or X.