



Convert-IT™

DSS Corporation helps our customers become leaders in their respective markets. We offer a full range of document services known as **CONVERT-IT™** solutions.

CONVERT-IT™ is a range of solutions for converting paper, microfilm or legacy data into a single usable format. The end result is a searchable repository stored on CD/DVD, or on our secure internet site **SECURE-IT™**. This provides customers with instant access to documents from anywhere in the world. DSS Corporation strives to provide "Solutions to Enable Intelligent Decisions."

Problems with Paper and Microfilm

- Time consuming document searches
- Records security
- Storage space costs
- Regulatory compliance issues
- Problems streamlining operations
- Increased costs and lost productivity
- Expensive file distribution
- Disaster recovery issues
- Costly document sharing
- High retention schedule management cost

CONVERT-IT™ Advantages

- Single unified document repository
- Available for the right people any time
- Multiple copies for disaster recovery
- Documents full text searchable
- Send documents anywhere instantly
- Recover expensive office space
- Collaborate on documents with remote offices
- Link documents to current systems like PeopleSoft, Siebel, Oracle and AS400 systems.
- Print, Fax and E-mail documents right from your desktop

Scanning Services

DSS Corporation has the capability of scanning paper, drawings and microform. Uploads can take place in all systems from LaserFiche, Oracle, Onbase, Alchemy and Legato. A repository is created and indexed for fast retrieval. Our scanning capabilities include:

- Paper Scanning from onionskin to card stock
- Paper Scanning from business card size to E-size drawings.
- Archive and Color Scanning
- Aperture Card Scanning
- Microfilm 16mm & 35mm scanning
- Microfiche scanning
- Digital Images to microfilm for long term archive
- Media conversion capabilities.
- Secure Document Hosting

Litigation Support Services

DSS Corporation provides litigation support scanning for law firms and corporate legal departments. DSS provides with this service full text OCR and Bates stamping of the documents. Uploads can take place in all major litigation support software including:

- Summation
- Concordance
- InData's Trail Director
- JFS Litigator's Notebook
- TotalVzn
- Sanction

Automated Capture Services

DSS Corporation provides forms processing and Automated Data capture for all types of forms. The data is extracted with our software and export files are created for all major backend-imaging systems. The data captured can also be uploaded into host (Mainframe Systems). Other applications include: forms creation and Web based forms. DSS processes several thousand forms per day.

Typical applications are:

- Invoices
- Bills of Lading
- EOB - Explanation of Benefits
- Tax Forms
- HCFA's

Standard Exports include:

- ASCII text files
- Data formatting of ASCII text files
- XML output
- PDF output