

information systems division

LEADERS IN DOCUMENT MANAGEMENT



QUALITY
ASSOCIATES
INCORPORATED

A KONICA MINOLTA COMPANY

Quality Associates, Inc.'s Information Systems Division (ISD) specializes in the conversion of documents and other media to electronic formats. We provide our clients with cutting-edge solutions that address the many issues that document/content management brings to an ever-changing marketplace. We offer a full range of scanning/content management/capture products and services that include hardware, software, integration services, training and ongoing support. With well-implemented procedures for quality control and an unmatched technical staff, QAI is able to offer conversion services both on site and at our many imaging centers.



BUSINESS SOLUTIONS

QAI solutions enable documents to be published on the Web, distributed on hosted or mobile media, accessed over corporate networks and reliably distributed to anyone, anywhere. QAI offers COTS EDMS solutions with a customized approach to meet the ever-changing needs of our clients.

QAI is a value-added reseller of document imaging systems and services. We specialize in solving the myriad of issues that data and document management presents to today's companies. Whether you need a standalone system for occasional document archiving, or a full-scale workflow and document management system that involves all your day-to-day departmental storage and retrieval needs, we offer a full range of document management and imaging products and services, including hardware, software, capture applications, integration and training services. QAI has strategic relationships with the leading document management and imaging product vendors such as: Adobe, Canon, Fujitsu, ibml, Kodak alaris, Kofax, Microsoft, OpenText and many more.

services

- Scanning and Conversion
- Content Management
- Database Development
- Integration and Implementation
- XML Conversion and Creation
- Advanced Forms Processing
- Archiving and Storage
- Capture Solutions
- Records Management Solutions
- Custom Training Programs
- Extraction and Classification Solutions
- Application Service Provider
- Staffing
- Business Process Improvement
- ECM/Workflow Solutions
- PDF/A and 508 Compliance Solutions
- Mobile Device Solutions

QAI's state-of-the-art technology service offerings provide our clients with solutions that prove both cost effective and efficient. Our extensive experience with document conversion, records management, enterprise content management (ECM), systems integration and business process outsourcing (BPO) provides the level of expertise required to meet your organization's needs.

ECM

Our Information Services have provided commercial companies and federal/state/local government agencies with an unparalleled combination of technology awareness and a customer solutions focus.

Business Process Outsourcing (BPO)

The emphasis on running lean and more efficiently has led to a greater demand for QAI's business process outsourcing (BPO) offerings. In addition to providing mid- to high-volume document conversion, forms conversion and data migration services, QAI helps clients streamline existing processes, develop sophisticated workflows, embrace new technologies, and leverage our state-of-the-art facilities and best practices. For each client, we take a methodical approach – from project set up, to staffing to supporting the quality of deliverables. As a result, clients obtain a solution that not only streamlines their ability to manage documents and vital content, but also increases productivity and efficiency in their day-to-day operations.

QAI Records Management Facilities

QAI's archive facility provides a value-added service for the protection of our clients' assets. QAI maintains a state-of-the-art archive for temporary and long-term storage of documents and electronic media. Our archive is equipped with FM-200 and an early warning fire detection system. When needed, materials stored in the archive can be immediately accessed per the client's request.



benefits

- Improved distribution of information to multiple locations
- Long-term document preservation
- Protection from unauthorized access and alteration
- Increased data retrieval accuracy and efficiency due to multiple indexing capabilities
- Scalable, network-friendly technical architecture
- Decreased storage costs and data retrieval times
- Increased productivity
- Smooth integration with existing applications
- Storage of mass quantities of information in a central location
- Complete implementation, integration and support



QAI ISD TEAM

Our team of product vendors ensures a strong source of responsive and robust products. Our knowledge, experience and relationships with our vendors allow us to continually survey the marketplace to bring our clients the most advanced, dependable and value-priced solutions.

At QAI, we pride ourselves on the ability to pinpoint the needs of our clients and to meet those needs accurately and consistently. Our unmatched technical staff provides our clients with needs analysis, integration and configuration of all the systems implemented utilizing QAI's systematic business approach.

QAI continually works with client groups to teach and demonstrate the most efficient way to use our systems and services. This will ensure continuity in our clients' document functions.



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