

"Safe" Access Regardless

The recent pandemic has essentially changed the way organizations operate. Demands on protecting employees, clients, vendors and constituents have shifted how information is created, produced, shared and stored.

Since 2010, ShoreScan Solutions has successfully delivered on our promise to deploy an affordable, easy-to-use and "safe" digital document archive.

How is "safe" a part of ShoreScan service?

Before COVID-19, the concern was a computer virus, ransomware or physical harm to the electronic file or paper document. Today, we are dealing with risk of transmitting COVID-19.

ShoreScan's hosted document archive service is more than just a "library" of your critical records.

It's a service that supplements your new policies to create a safe environment for everyone.

- Limited touching of paper documents
- Remote access, uploading and scanning
- Secure sharing of documents via a link or email attachment
- Third-party limited access to documents
- On-screen redactions to limit production (touch time) and cost of paper documents
- Unlimited user license making sure key members have instant access to critical documents

An affordable document archive service with no boundaries that promotes cost savings and supplements the new "post COVID-19" era is now more valuable than ever.



Welcome the Town of Greensboro — Instant Dividends!

Located along the Choptank River on the beautiful Eastern Shore of Maryland is the Town of Greensboro. The town took advantage of our flexible finance plan and got set up in early March of 2020. The timing could not have been better.

"The Town of Greensboro became a ShoreScan client at a perfect time. The ease of use, whether in the office or working remotely, has been a tremendous asset during this COVID-19 pandemic. We are happy to be reducing our carbon footprint, while streamlining operations and look forward to a long working relationship with ShoreScan."

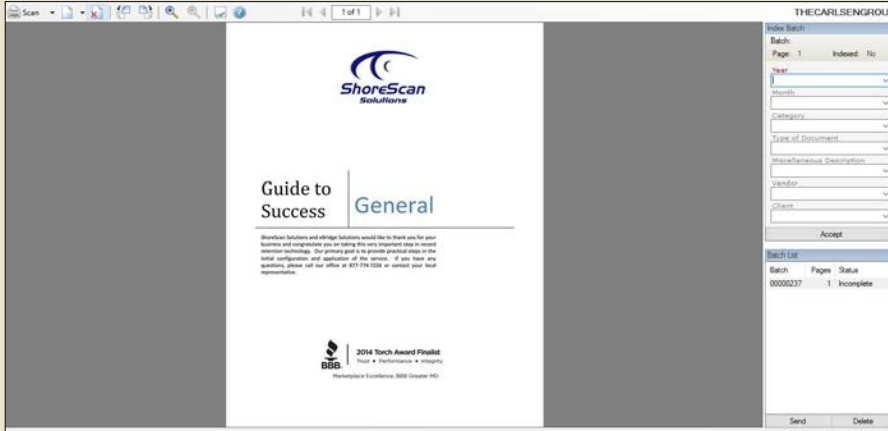
Organizations regardless of size or function are now adopting ShoreScan's secure "cloud" based document archive solution to solve a number of problems. In this case, it became a welcome tool for staff working remotely during an unforeseen pandemic.



How to put PDF and PAPER together to create a unified document archive.....

The problem with document storage is the variety of places documents are stored. Paper is located in file cabinets, storage areas, off-site units and with individual workspace. Electronic files can be on a PC, local network or remote storage.

For many organizations there is no singular platform to store, organize, access and search records until now . . .



This is a screen shot of our WebScan application. Either via importing a PDF or scanning, the document is presented for indexing and uploaded to a single place . . . **problem solved.**

According to the Dictionary by Merriam-Webster®

Definition of carbon footprint: *the amount of greenhouse gases and specifically carbon dioxide emitted by something (such as a person's activities or a product's manufacture and transport) during a given period.*

An organization will create a significant carbon footprint when all the activities of the people and products consumed are considered. As a ShoreScan customer, the activities and products that increase the carbon footprint are reduced.



The younger generation is keenly aware of the "paperless" world and the importance of being "Eco-Friendly"; we can help you be a part of this movement now.

"With a little help from our friends"

Getting it Done in the Town of Union Bridge

ShoreScan Solutions can be hired for a day or on a scheduled basis to help in the scanning or with digital migration.

Pictured is **Mike Reynolds** (Maryland Rural Development Corporation [MRDC] Circuit Court Rider) in Union Bridge who played a key role in the scanning project that included all the minutes dating back to the 1950s. While it seemed "daunting" when I saw the effort in preparation, the process was virtually flawless and very efficient.

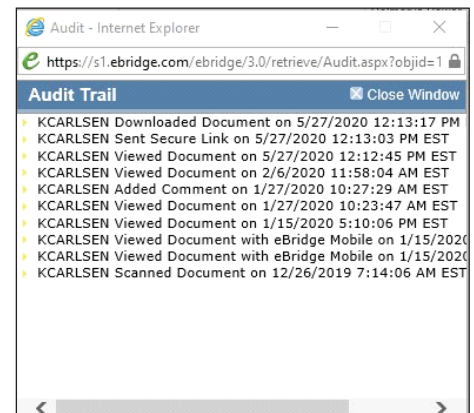
As a result, we were able move through almost 9,000 pages of documents in two days. Another fantastic example of the convergence of the right people, process and service to get a project completed.



Tracking Document Activity = Transparency and Accountability

Traditional paper files and electronic files in a regular folder on the C:\ drive typically have no way to track who put them there and what happened to them moving forward.

Every document in our system has an audit system which defines origin and all the details. Here the user KCARLSEN scanned, viewed, added comment, sent it to another user and downloaded it. 100% transparency.





ShoreScan Solutions becomes a Strategic Partner of the Maryland Municipal League and Sponsors the Mayors' Association Meeting

ShoreScan entered the municipal market in 2010. A full decade later, our business has become an established service and the cornerstone of digital document storage for MML members.

As an MML Strategic Partner and sponsor of the Mayors' Association Meeting, Ken had a few minutes to speak to the attending mayors about ShoreScan. With cell phone in-hand, Ken stressed the low monthly fee and mobility of record access.

ShoreScan and the MML Research Department will be working on a digital document project later this year.



Ken Carlsen and Scott Hancock, MML's Executive Director, at the Mayors' Association meeting in Annapolis.



During Ken's presentation to the mayors, he pointed out that the monthly cost for ShoreScan's service is less than the average cell phone.

SCANNER SPOTLIGHT

The ShoreScan Work Horse

Four years ago, this same scanner was three times the size and twice the price. Now it's small, fast, reliable and does fantastic work. We should know; using this scanner, we helped a customer scan the documents contained in six file cabinets.

Features of the Canon DR-140m include:

- 40 pages per minute, b/w, color and both sides.
- Auto sensing page sizes.
- Automatically rotates the page if upside down.

For more information, visit our website Shorescan.com/scanners and click on the downloadable factory brochure from Canon.



Please visit our website:
Shorescan.com



COVID AID-FRIENDLY SPECIAL PROMOTIONS

ShoreScan Solutions Announces Payment Plans for the Initial Set-Up Fee (*Limited-Time Offer*)

Option 1

Free scanner when set-up fee is paid in full

Option 2

24 or 36 month no-interest financing (no scanner)

Wide-Format Scanner Promotion

Save \$1,000 on a 2-month rental

(Terms, conditions and availability apply, contact us for details)

800-774-7226 or info@shorescan.com

How To "Reimagine Tomorrow" with ShoreScan

We are disappointed in COVID-19's effect on all the conferences ShoreScan participates in, especially the MML convention in Ocean City. However, the theme is perfect and has forced many of our clients and prospects to do just that – "Reimagine Tomorrow."

Imagine tomorrow with smaller offices, remote employees, virtual meetings, documents never seeing paper, a cleaner eco-friendlier operation, a reduction in cost to support office operations, expedited digital document request fulfillment, etc.

From my experience, the younger generation is at the doorstep and will be taking over as this decade progresses. It is YOUR experience and leadership NOW to set the foundation for this new generation.

Let us HELP YOU in "Reimagining Tomorrow's" digital document archive initiative.

DOCUMENTS WE STORE

- Administrative
- Emergency Plans / COOP
- Financial
- Legislation
- Legal / Contracts
- Litigation
- Human Resources
- Permits
- Grants
- Deeds
- Elections
- Plans
- Publications
- Minutes
- Correspondence
- There is no limit . . .

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