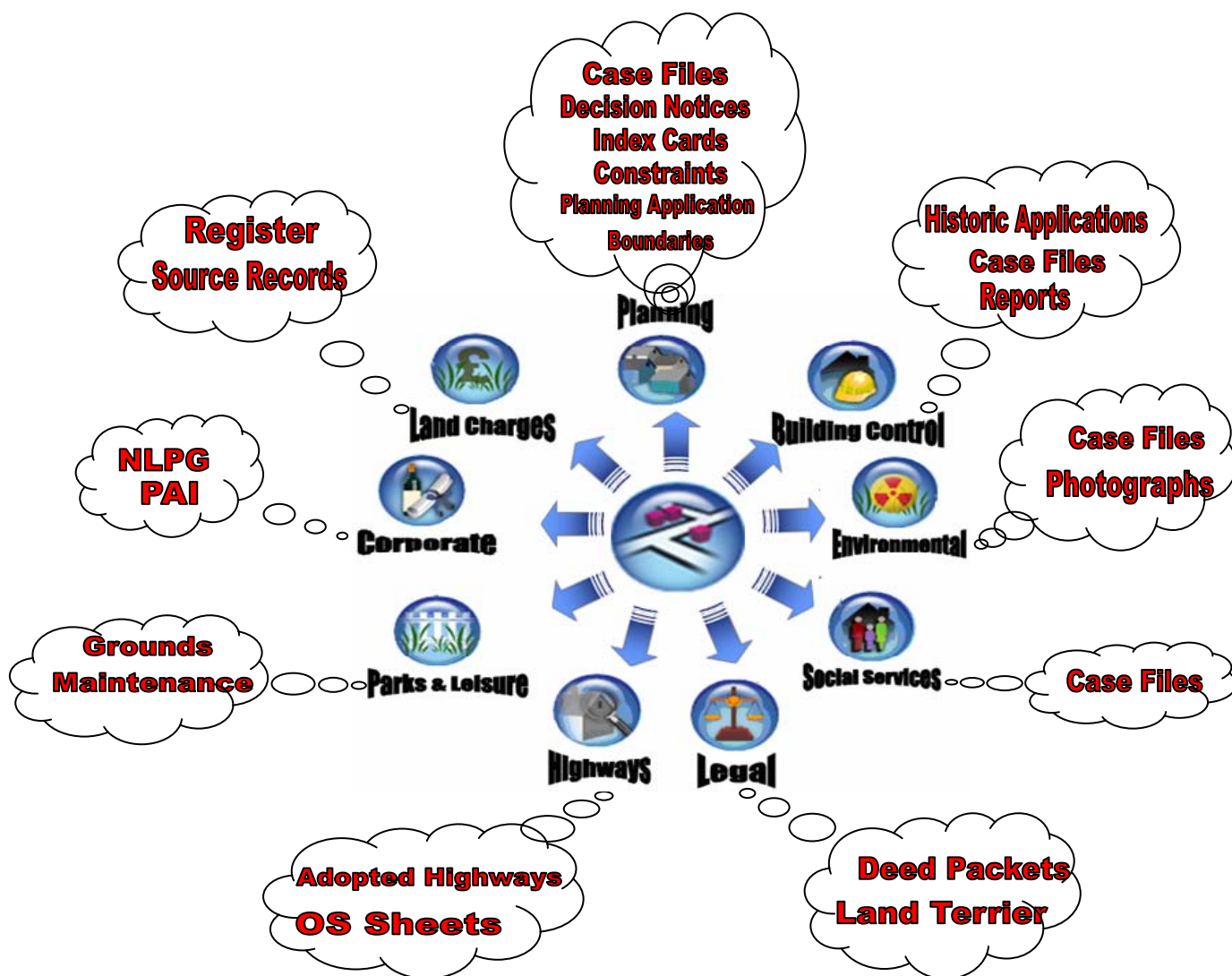


# geodc

## Your Local Government Solution to Scanning & Data Capture



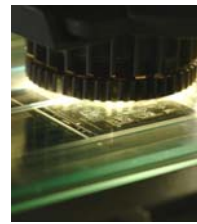
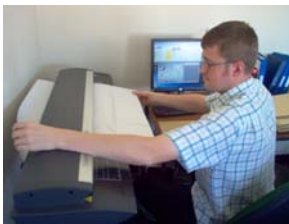
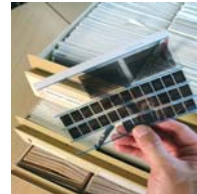
# The Family of Scanning and Data Capture



*"Global Mapping have worked with GeODC since we started in business 7 years ago. It was important for me that we worked with the best company possible to reflect Global Mapping in the best light. At the time we could have chosen to partner with any of a number of data capture companies but chose to work with GeODC as they had always impressed me with the quality of their work and their high level of customer service. Since then, we have worked together on a range of different projects all of which GeODC have undertaken with complete professionalism always making sure that my client was totally satisfied with what had been delivered. I have no hesitation in recommending GeODC and have every expectation of continuing to work with them".*

# Scanning Services

With the advent of eGovernment and the need of the general public to have information readily available to them online, GeODC have developed a range of scanning services which assist Local Government with the digitisation of their source documentation. Planning Case Files, Land Charge registers, large format maps and microfiche are among the most general applications for scanning...



To meet with the varied and diverse scanning requirements of our Clients, GeODC have developed a number of options to mitigate the impact of removing the source documentation:

**Off-Site Scanning:** This solution works for Clients who are able to release their source documentation for one or more weeks.

**Off-Site Weekend Scanning:** GeODC collect your source documentation on an agreed Friday and scan over the weekend. The source documentation is returned on the following Monday by 12.00.

**On-Site Scanning:** This solution is very popular with Clients who cannot release their documentation or require constant access to the source documents. For a detailed analysis and benefits of the On-Site scanning solution, please download the Thanet District Council case study at [www.geodc.co.uk/Scanning Services](http://www.geodc.co.uk/Scanning%20Services) which was produced following the successful completion of On-Site scanning at the Council's offices

**Typical applications for which our Scanning Services have been used include:**

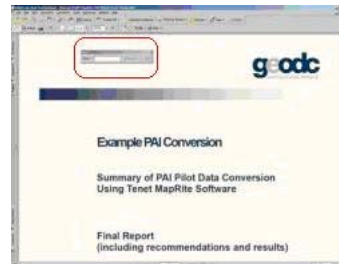
Planning Application case files/Land Charge Registers/Building Control case files Housing case files/Decision Notices / Land Charge source files/ TPO's  
Site Index cards / Deed Packets/ Enforcement Notices

# Supplementary Scanning Services

## Optical Character Recognition (OCR)

Many Clients utilise an Electronic Document Management Systems which require scanned images in multi-page formats. As you're aware, some of the documents that are scanned can be very large and locating exact pages or specific documents becomes a time consuming exercise. GeODC are able to provide Optical Character Recognition to help you navigate and locate particular documents within multi page images. The scanning process converts the newly created 'image' into text to allow you to type in key words or references.

This image displays the OCR search box within your open document



## Redaction

This option can be utilised for the removal of any sensitive information from your source documentation. Signatures, addresses, telephone numbers can all be rendered unreadable and un-editable on documents which are to be made available to the general public.



This image displays correspondence with the signature removed

## Indexing Document by Type

GeODC recognises that some Electronic Document Management Systems require more than a 'reference number' for indexing. GeODC are able to provide a higher level of indexing by naming documents individually.

Many Authorities have undertaken scanning exercises prior to the implementation of an Electronic Document Management System, as a result, GeODC also undertake the re-indexing of documents which have been stored with a basic reference.



*"This project is part of an Authority wide programme to increase efficiency and improve the service we provide to our customers. By converting paper based information into a digital format we will be able to offer a fully electronic Land Search system. This not only improves the speed and accuracy of the service we provide it will also enable us to meet current e-Government targets and provide us with a wealth of information for use in our geographical information system (GIS)."*

Jason Elliott, GIS Manager & LLPG Custodian, Breckland District Council

# Data Capture Services

Whatever your data capture requirement or Geographic Information System, GeODC have the solution.

Each Client has their own interpretation of what data capture is and what they need to do to move their individual Geographic Information System forward.

GeODC have worked in partnership with many Clients, some with stand alone projects and others with a whole host of capture requirements. Major capture datasets include:

**Planning Applications**



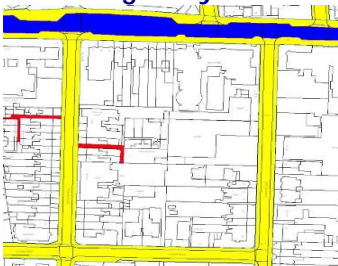
**Basic Land & Property Units**



**Land Terrier**



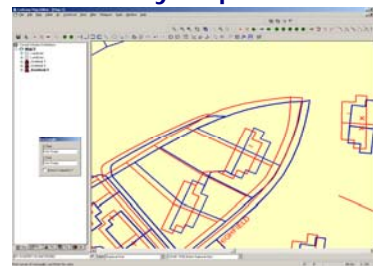
**Adopted Highways**



**Grounds Maintenance**



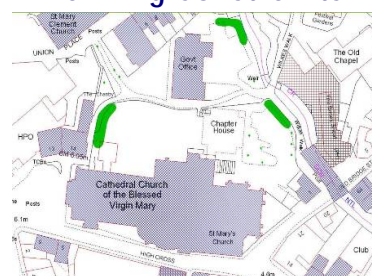
**Positional Accuracy Improvement**



**Local Plan**



**Land Charge & Planning Constraints**



**National Street Gazetteer**



**If it's on a map, we can capture it!**



*"The standard of the data captured by GeODDC was outstanding. It is crucial that data is captured accurately as inaccurate data can lead to improper decisions being made. The final delivery of data was loaded directly into our corporate GIS, without us even looking at it, we were that confident in the work of GeODC. The project was managed in an efficient and structured manner and I have no doubts that GeODC played a vital role in enabling us to implement our new planning system on time".*

Sharon Elson, GIS Manager, New Forest District Council

# Data Capture Services

*"By capturing and converting essential Council information we have been able to improve the efficiency of many of our services including Planning, Grounds Maintenance and Waste Management. We have also been able to communicate this information directly to residents via our online property portal and interactive map service and via the Council's Customer Service Centre. This improves customer service as property specific enquiries can be answered quickly and accurately and enables us to concentrate specialised staff resources where they are needed."*



Mark Barnes, GIS Manager, Warwick District Council

"...You don't have to be the data capture specialist, leave that to us and we leave you to get on with what you do best".

Craig Godwin, Managing Director, GeODC

Data Capture can be a complex and enormous task to undertake and we hope that GeODC will be able to assist your Authority with the issues associated with the building and population of your chosen Geographic Information System.

You may be a totally proficient user of your GIS system and understand all of the principles and requirements or, you may just be starting out on the long road of data capture and need a helping hand or some useful advice, whatever your level of understanding, GeODC's Project team are here to help you.

GeODC have vast experience of all types of capture projects, from one-off undertakings such as Positional Accuracy Improvement and Local Plan capture, to large capture projects such as Land Charges which utilise all of GeODC's services starting with scanning and ending with an integrated GIS system.

We also understand our partners requirements and can provide data not only of the highest quality, but also data that 'speaks' their language. It's difficult enough to comprehend the complexities of your own requirements without having to identify the needs of everybody else!

We can undertake data audits on your behalf which realise the real potential of your information, we implement a realistic and achievable project plan that we work to, together.

Advocates of GIS and EDRMS include:

- Planning
- Building Control
- Land Charges
- Highways
- Environmental Health
- Licensing
- Revenues & Benefits

# Programming Services

GeODC has historically provided scanning, textual and GIS data capture services to both the public and private sectors. Recently GeODC has launched a number of software products and undertaken bespoke programming.

On the back of these successes, GeODC is expanding its programming services to offer the following:

- On-Site Programmers
- Off-Site Programmers
- Off-Shore Programming Services

A major advantage of using GeODC's programming services is that we are utilising a proven method of combining Off-Shore resources with local knowledge. All project management and Client liaison will be undertaken by UK based staff, eliminating the issue of miscommunication that affects many projects utilising Off-Shore resources. Other advantages include round-the-clock productivity, shorter lead time, cost benefits and faster response times.



## Application Service Offerings

- Application Development
- Software as a Service
- Location Based Services
- Mobile PDA Development
- Enterprise GIS Services
  - Technology
  - Architecture
  - Data/Technology Migration
  - Implementation
- Open Source GIS
- GIS WebServices
- Application Re-engineering - Technology migration.
- Application Maintenance - Support and Maintenance services.
- Software Product Engineering - Product Development
- Technology Consulting

# FreeTime Quality Assurance Tools

You feel like you've done the hard work, you've put your business case study together, applied for budgets, sat through budget meetings, had your budgets approved, gone to tender, secured a data capture supplier and you may have even got to the stage where you have some data captured!!

*Now the hard work starts.* Before you can let anyone in the Authority use this valuable data, you have to be confident of its accuracy.

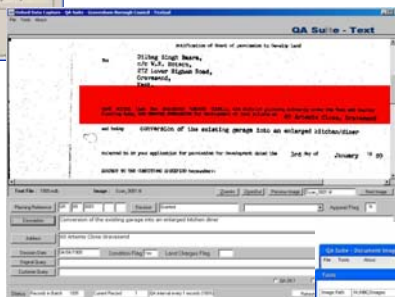
GeODC understand that often Clients don't have the resources available to check their data and if they do, it's a very long and time consuming exercise. As a result, data can be left to languish in a dark corner until a resource can be made available.

GeODC's range of *FreeTime QA Suites* accelerates the rate at which you physically compare and check your captured text or boundaries against the original map or document images:

**Spatial data can be displayed with the original plotting sheet or site plan**



**Textual data can be viewed with its corresponding source image**



**Image data can be displayed alongside the indexing criteria**



The *FreeTime* suites can typically speed up QA by 60%. In its simplest form this means that you don't have to have several people concentrated in one area. Even if you do have the spare resources, it purely means that the whole process is completed in a shorter time frame and you can start using the data sooner.



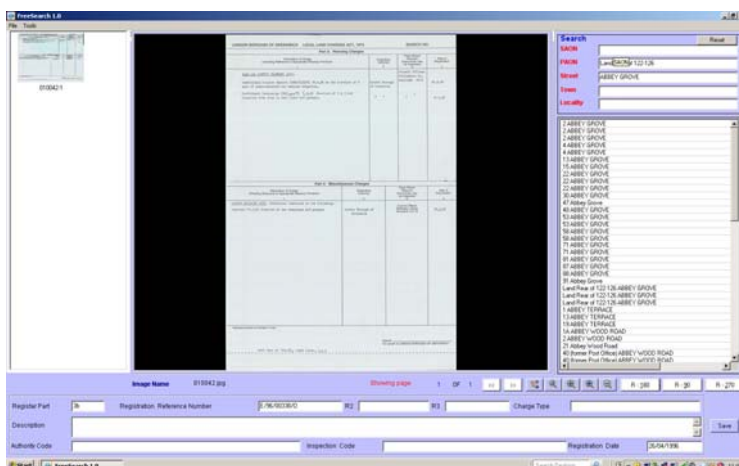
*"Prior to awarding the PAI contract we evaluated a number of solutions. Based on recommendations from other Councils and our own benchmarking we decided that it was important that our chosen contractor could work with our software, had the expertise to understand our specific requirements and the experience to deliver accurate data to agreed timescales. GeODC came out head and shoulders above the rest."*

James Rutter, GIS Manager, Surrey Heath Borough Council

# FreeSearch Land Charge Register System

For those departments who need to up-date paper based information daily like Land Charge registers and index card systems, GeODC's *FreeSearch* is an ideal solution. To ensure business continuity, GeODC will scan your source documents on-site at your offices and load the images directly into the *FreeSearch* software. The process continues until you have a fully populated viewing system with the ability to add text to specific records. Your source documents are available right up until the moment they are scanned and following scanning, they are available to view and up-date electronically so there is no disruption to Council personnel or members of the public who require access to your information.

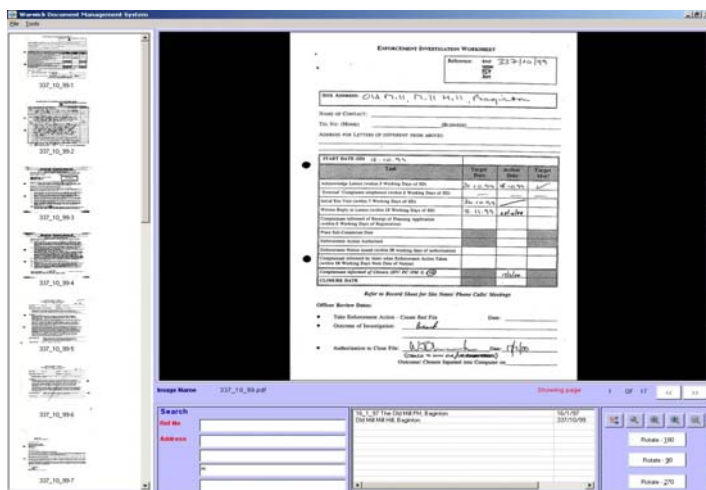
*FreeSearch* in action: This image demonstrates how a Land Charge card can be displayed with the ability to up-date the card with additional charges



# Document Retrieval System

With more and more Authorities implementing electronic systems, the change-over from a wholly paper based structure to a networked operating system can be a daunting task. Typical questions are 'When do we start?', 'When will it be completed?' and most importantly 'What do we do in the interim period?'

For those Authorities looking to deploy an Electronic Document Management System, GeODC have developed the *Document Retrieval System*. It's a user friendly viewing platform for all of your electronic images. You can search for documents, zoom in and out, print or email documents, with shared access for everyone on your network. It's the perfect transitional tool to get you from working on a manual system to a fully fledged Electronic Document Management System.



The software understands all standard industry formats and layouts, PDF and TIFF, individual images and multi-page documents

*\*All software products come with training and technical support as standard.*

# Consultancy

Our consultancy team are able to assist with all facets of your data capture project, compilation of Pre-Qualification Questionnaires and Tender documents, data audits, end-to-end project management and Public Land Audits.

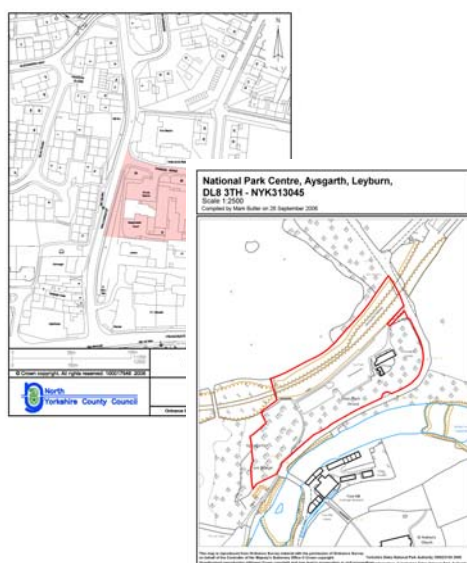
## Public Land Audit

Realising your assets is becoming a hot topic. Increasing pressure is being placed on local government to save money by understanding all of the assets controlled by individual Authorities. A Public Land Audit is the ideal solution to bring together all of the elements.

For an example, the demand for affordable housing is increasing but how do you establish what land is available to you?

GeODC's Public Land Audit service addresses these issues, we collate information from many different public sources, City, County and District councils, emergency services such as the Fire Brigade and the Police Authority, Primary Care Trusts and the Ministry of Defence.

The data held by each of these organisations comes in many different formats; deed packets, land terrier, paper case files, Land Registry maps and electronic data:



Once all of this information has been gathered it is then digitally captured for insertion into the Authority's GIS. This data audit enables the Council and Local Strategic Partnership to make better use of their collective assets, and provide a view to aid specific projects including affordable housing, access to services and economic development.

For those of you who like paper format, we also produce a full report which includes;

- Statistical Analysis
- Total size of each site broken down by public body
- The boundary of each site
- The land use of each site

# Why **geodc** ?

GeODC don't see problems, only solutions.

GeODC specialise in providing scanning and data capture services for Geographical Information System (GIS) and Electronic Document Management System (EDMS) users in both the private and public sectors.

GeODC have undertaken over 200 scanning and data capture projects across the UK and have assisted clients with all elements and aspects of scanning and data capture projects. GeODC have undertaken data audits, compiled pre-qualification questionnaires, project management and design, consultancy, on-site and off-site scanning, data and text capture. In addition to providing physical capture, GeODC have developed a range of software suites to assist clients with their own in-house data quality assurance.

GeODC recognise that each new project is completely unique and have developed a project management style that is flexible and will 'fit' the individual client's needs.

Here's what some of our clients have to say about us;



“To support the ongoing improvement of our ICT infrastructure, feed the growing demand for information from both internal and external customers and meet our statutory obligations, it was essential that this data capture project was undertaken to the highest possible standard. The partnership between GeODC and Lovell Johns gave us the right mix of expertise and experience coupled with the knowledge, helpful and friendly personnel, all at the right price”.

**Gerry Chequer, Development Control Manager, Wiltshire County Council**



“The combination of the PAI work done by GeODC and the additional data capture exercise was enabled us to improve our levels of customer service and increase our operational efficiencies. Since the completion of these projects we have launched an online expert planning system and we have integrated our front office CRM tool with back office systems. This means that residents can quickly assess if planning permission or building regulations are required either online or by calling or visiting our First Stop Shop”.

**Michael Crossthwaite, Technical Officer in the Planning Department, Carrick District Council**



“The standard of the data captured by GeODDC was outstanding. It is crucial that data is captured accurately as inaccurate data can lead to improper decisions being made. The final delivery of data was loaded directly into our corporate GIS, without us even looking at it, we were that confident in the work of GeODC. The project was managed in an efficient and structured manner and I have no doubts that GeODC played a vital role in enabling us to implement our new planning system on time”.

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Temple Court Business Centre  
109 Oxford Road  
Oxford  
OX4 2ER

Telephone (01865) 772893  
Facsimile (01865) 711478

[www.geodc.co.uk](http://www.geodc.co.uk)  
[info@geodc.co.uk](mailto:info@geodc.co.uk)