



Services & Solutions

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Information is key to business success

Capturing and disseminating information

Key to business success is your ability to capture the experience and knowledge contained in your company, and disseminate it in a framework everyone can relate to.

e-Celtic help you to capture and disseminate your company information through providing a complete range of services.

- Scanning your information
- Indexing your information for powerful search and retrieval
- Improve your information through OCR, vectorisation, file optimisation and compression
- Design and build intranet portals for knowledge capture and dissemination
- Provide a range of document and content management solutions to suit your requirements
- Data entry, processing, conversion, and migration
- CD/DVD based digital archiving

A leader in scanning technology

For example, e-Celtic introduced the first colour book scanner in Ireland. This enables you digitise your books and manuals without flattening them forcefully or even removing their bindings.



Digitising your information

Scanning

From the time we collect your documents to when we return them in the exact order we found them in, you can be sure your documents are being looked after.

We have detailed procedures in place (ISO 9000) to ensure they receive the best care and security during every step of the process.

Scanning begins with careful attention to document preparation followed by high quality scanning procedures. Our specialised machinery, quality control procedures, trained operators, and the latest technology advancements ensures optimum scan quality, and significant economic savings for bulk processing.

We can scan anything you need fast and easy access to.

- **A4 records**
- **Large drawings**
- **Microfilm**
- **Books**
- **Manuals**
- **Slides**
- **Written Notes (data entry)**

Data Entry & Forms Processing

Take advantage of our off-shore development centre to convert unstructured data like hand-written forms and personal notes to a structured format that can be shared and processed.

Utilise this data within spreadsheets, databases, XML formats etc.



Indexing

We consult with you to decide on optimum indexing parameters for your documents and images, ensuring your information can be re-utilised by all future applications.

Indexing information can be taken from the image itself, bar-code, patch code, OCR, Zone OCR and/or external files.

In the case where substantial indexing information needs to be taken from the image, we have access to low cost data entry resources.

We ensure that finding your documents is easy for all users.

Easy searching and retrieval

If you need to navigate a document composed of a collection of files and large drawings (eg operating and maintenance manuals, or manufacturers brochures), we can design a front end which provides easy navigation throughout the entire document.

Improving the quality of e-information



OCR

e-Celtic's OCR technology can deliver the precise accuracy you require.

- Standard two engine OCR
- Three, four, and five engine OCR
- Error checking (varying degrees)
- Proof-reading
- Zone OCR
- Complete book OCR

Vectorisation

Our drawing vectorisation services enable you to re-use drawing information contained on hard-copy, without having to re-draw in CAD.

We can supply and provide training in leading-edge vectorisation software, which enables you to carry out processing yourselves as the need arises.

- Raster-editing
- Vector editing
- Hybrid editing

Alternatively, if you have large quantities of drawings to be vectorised, we have arrangements with off-shore facilities whereby we supervise and project-manage the vectorisation process at most competitive rates.

File compression

Our compression technology will compress scanned documents (TIFFs, PDFs, JPEGs) to 1/10th size if B&W and to 1/100th size if business color.

We compress using perceptually lossless technology. We will never mismatch even a single character in billions of pages. The files are stored as PDFs and can remain PDFs or be restored to TIFFs or JPEGs when being retrieved.

The compressed files are much smaller, Web Optimized and Searchable, and can be viewed using Acrobat Reader 5, Reader 6, or our viewing software.

This means reduced download times.

File optimisation

If you need to view documents over a network or the internet, we optimise your files so that the first page can be read while the rest of the file is still downloading.

File security

We can provide solutions to ensure complete PDF security with full licensing and document management control using AES 256 bit encryption.

A simple to use web-based administration system lets you control user access to your secure PDF publications and documents - what ones they can view, for how long and when, and ensures document accountability (you know precisely when users have viewed a secure PDF document). You can even revoke document access in real-time after they have been published.

Supporting Knowledge Management

Differentiating our service

The goal of all our services could be described as supporting your endeavours to achieve excellence in knowledge management.

We realise how important this is for businesses of the twenty first century, and we have built our business around this.

e-Celtic provide some specialist services in this regard to enhance the service offerings previously mentioned.

Capturing business knowledge

Much of the knowledge and business value of your business lies inside the heads of your employees.

Experience of solving particular problems, or how a particular project was carried out should be kept in a database which other employees can access.

e-Celtic design the web forms and associated database which makes it easy to capture this knowledge.

In addition, we can offer guidance on integrating these knowledge capture activities with your existing work processes, and how to incentivise employees to share their knowledge and experience.



Design and build of knowledge portal

e-Celtic have substantial web development experience which we can utilise to build powerful web portals to enable employees or customers access the information they need.

Security, document control, usability, scalability, and reliability are the watchwords of e-Celtic's web development team.

Document and content management

We provide a range of document and content management solutions to suit your needs. From simple search and viewing solutions which run from your desktop, through to full document and content management and workflow solutions. All are thoroughly tested, proven solutions to increase workplace efficiency.

Client List

High Quality Service

Through our ability to produce high quality work on time and within budget, we have already built up excellent client references.

National Museum of Ireland

Teagasc, Irish Agriculture and Food Development Authority

CJ Falconer & Associates

Valuation Office - Ministry of Finance

Chester Beatty Library

Irish Defence Force

Museum of Country Life

Diageo

Irish Distilleries Ltd

Neriki Ireland

Pax Christi - Netherlands

CMC - International

Citas Computers



In addition, we provided consultancy & software development services to

America Online (AOL).

Price WaterHouse Coopers.

Kindle Banking System.

Clarus Corporation.