Document Management Division
Capabilities Overview

ROH Inc. has provided a wide range of professional services to government and industry for over 30 years. Our Document Management Division implements solutions for federal, state and local government, manufacturing, healthcare, and educational customers worldwide. Our comprehensive approach to design, installation, and support ensure that your document management project will be a complete success! Take a tour of what ROH can do for you...

Analysis

"I've got an idea for a document management project. How do I begin?"

The hardest part about any project is getting started. First you must be able to communicate your needs so that proposed solutions can be evaluated in an "apples to apples" manner. ROH consultants utilize time-proven techniques to analyze and document your requirements. Our exploratory process yields a thorough report detailing your current practices and proposed changes. Most importantly, this effort quantifies the risks and rewards of your ideas and allows you to start gathering internal support for your project.

Design

"What hardware do we need? What software should we use? What about security?"

We'll answer these and many more questions during our design and review phase. The average ROH system architect has over 10 years of experience building and implementing document management solutions in diverse customer environments. We also know you must internally communicate your project to win approval, so our goal is to deliver a concise, easy to understand project plan that effectively and affordably meets your needs.

Acquisition

"We're ready to buy. How can we know we're getting the best products and prices?"

ROH represents leading-edge products covering a range of document technologies. Our products and services are also available on competitively awarded purchasing contracts that demand ROH meets rigorous price and performance standards. These include the GSA Schedule, Image World 2, and Florida State contracts. By acquiring your document solution from ROH you can ensure you're getting the best products at the lowest prices available.

Installation

"What assistance can ROH provide to implement my project?"

Once you select your document solution ROH can provide turnkey installation including hardware, software, customization, training, and support. Our system architects and engineers adopt positions of responsibility as part of your project team. Sound too good to be true? We'll put you in touch with other ROH customers who will vouch for the capability of our personnel, our corporate integrity, and our commitment to our customers.

ROH Professional Services

GSA
Federal Supply Schedule
Contract No. GS-35F-0105J

Image World2 nd

Needs Analysis & System Design
COTS Application Integration
Custom Software Integration
Project Management & Training
Visual Basic & JAVA Development
Oracle & MS SQL Database Development
HTML & Web Page Development
Freedom of Information Act (FOIA) Work
Legacy System Migration
Legacy System Integration (Enablement)

Production Document Imaging
Distributed (Remote) Document Imaging
Conversion of Historical Documents
Document Lifecycle Management
Electronic Report Management (ERM)
Secure Electronic Signature
Workflow & Routing Solutions
Optical Character Recognition (OCR)
Forms Processing & Zonal OCR

ROH Document Management Products

ROH Client Sample

Federal Government
　Library of Congress
　US Army – Ft. Detrick, MD
　Defense Technical Information Center (DTIC)
State & Local Government
　City of Baltimore, MD
　- Baltimore Health Department
　- Mass Transit Administration
　City of Madison, WI
　- Assessor's Office
　- Department of Revenue
　Maryland Department of Transportation
　- Motor Vehicles Administration
　Florida Department of Environmental
Protection
　- Finance & Accounting
　- Contracts Division
　- Personnel Department
　- Purchasing Department
　- Hazardous Waste Management
　- Bureau of Petroleum Storage
　- Office of the General Council
　Florida Department of Revenue
　- Finance & Accounting
　Florida Department of Juvenile Justice
　- Finance & Accounting

University & Education
　Johns Hopkins University
　- Office of the President
　- Benefits Administration
　- Financial Administration
　- Facilities Administration
　- Information Systems
　- Business Office
　- Research Administration
　- Professional Education
　- Department of Epidemiology
　- Department of Nutrition
　- Human Resources
　- Wilmer Eye Institute

Manufacturing & Distribution
　Nestlé & Häagen-Dazs Corporation
　- Collections & Account Receivable
　URS Corporation
　- Accounts Receivable
　Libbey Glass
　- Deductions Management

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