



DOCUMENT IMAGING PROCESSING

ABSTRACT

Businesses of all sizes are struggling with the need to regain control of content and business-critical information. For most companies, information management has become a top priority. The transition to mobile technologies, cloud computing, and the fully connected digital ecosystem has changed the way we work, and many of these changes revolve around the basic need to manage and control access to information.



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DOCUMENT IMAGING PROCESSING

OVERVIEW

We offers an end to end Document Imaging services to organizations. Our team ensures proper handling of physical documents at all stages of the digitization process.

We will work with you to identify indexes, determine search criteria, and determine the type of documents before the actual work starts. We know that organizations today will be subjected to finance auditing at least once a year.

Our goal is not just to help your organization saves time. But also to ensure that all documents are well organized and secured in a digital manner.

SCAN & CAPTURE - THE IMPORTANCE OF BACKLOG SCANNING

Businesses of all sizes are struggling with the need to regain control of content and business-critical information. For most companies, information management has become a top priority. The transition to mobile technologies, cloud computing, and the fully connected digital ecosystem has changed the way we work, and many of these changes revolve around the basic need to manage and control access to information.

“With 68% believing that business-at-the-speed-of-paper will be unsustainable in just a few years' time, the need for organizations to embark on a digital transformation has never been more evident.”

*AIIM Org

WHAT DO WE PROCESS

- Loans processing / collaterals and contracts / credit card processing for banks
- Secured and unsecured documents for Government / Private Sectors
- Insurance documents
- Legal Document / Agreement / Contract, M&A documents
- Invoices AP, AR, GRN, Voucher, PO, DO
- Human Resource & Administration documents
- QA / QC documents
- Classified documents and etc.



OFFSITE STORAGE

We also provides the option for storing your documents offsite at a secured location. Offsite records storage and management can help you lower your operating costs, improve employee productivity, create more value from information assets, and protect your organization from the risks of litigation, audit, and disaster. Records Management & Archiving Offsite records storage programs have helped businesses and organizations save up to 50% by lowering costs associated with storage space, personnel, and records management.

BENEFITS

- As backup for the documents files.
- Eliminate manual searches.
- Increase information security.
- Confidence in disposing expired files.
- Cost saving from lower storage cost via electronic and freeing up manpower.
- Ensure high image quality and data accuracy.
- Eliminate costs involved in recruiting, training and maintaining staff to handle document imaging requirements
- Eliminate the need for document warehousing
- Easy Document Search, Retrieval and Management
- BCP / Risk Management sensitive mission critical documents
- No missing documents
- Images and data of original hardcopies securely backed up
- Ensure high confidentiality and security
- Signing of Non-Disclosure Agreements
- Secure CCTV monitored facilities & etc
- Increased productivity & efficiency



PROCESS IMPLEMENTATION FLOW



First and foremost, we will work with you in understanding the document types and indexes.

We will learn from you the types of documents and how you want to retrieve them. Then, we will proceed to the 7 steps as depicted in the diagram above.

Step 1: Document preparation

Here, we will do the following:

- Remove finishing
- Repair torn documents with tape
- Insert barcode separators
- Exception handling
- Page count

Step 2: Scanning

- Batch creation
- Single Sheet Page-by-Page Scanning
- Check page count against page scans

Step 3: Proofing

- Compare original hardcopies against post-scan images
- De-skew
- Rotate / Right Orientation of images post-scan
- Check order of pages / documents post-scan
- Delete blank pages
- Mark defects for rescan





Step 4: Indexing

A double indexing method are performed here:

1st Indexer

- 1st Operator accesses a series of scanned images and identifies the required index fields.
- 1st Operator performs document's indexing fields or data capturing / entry.

2nd Indexer

- 2nd Operator accesses the same series accessed by the 1st indexer and identifies the same required index fields.
- The 2nd Operator performs the same indexing fields data capturing / entry process for the second time.

Step 5: Verification

- Final QC Operator performs a 100% check on any mismatch cases and will perform 20% sampling check on error cases.

Step 6: Export

- Quality assured images and data shall then be burn and/or transfer into CD, DVD, DMS/ECM or other media.

Last step: Reassembly

- Remove separator
- Restore document finishing
- Repack documents post-scan into original binders, holders, etc.

