


Electronic Digitization and Retrieval of Documents

Digitization offers following advantages: To alleviate these problems option is to either develop complex manual procedures or transfer all information stored on papers by archiving them or transferring data into databases.

- **Reducing Document Storage Space and Cost:** Document storage and retrieval expenses are often significant and forms a major component of business overhead. Even though the initial cost of storage appears reasonable, the hidden cost associated with document retrieval and duplication is substantial.
- **Reduce Office Expenses:** Conversion of paper documents to portable electronic files via document imaging significantly reduces the overall costs associated with copying, transferring, filing, locating and recreating lost office documents. Paper documents converted into searchable electronic files increase office efficiency and reduces overall administrative / labour costs.
- **Disaster Recovery:** Majority of firms don't have adequate plans for recovery of critical information and documents, as these are susceptible to loss or destruction (e.g., fire, flood, theft etc). Retrieval and duplication of electronically archived documents is quick an expensive, and minimizes the amount of time of business interruption.
- **Clients can benefit;** as we not only digitize all categories of current and historic records but also provide value addition by enabling individuals and staff to share information efficiently and economically as per defined procedures.

Digitization Process: Speed, efficiency, accuracy and cost control are the key factors in converting paper documents into electronically searchable digital images via imaging and indexing. The digitization is a software based activity, which facilitate search and retrieval of scanned images based on the indexing criteria. Processing sequence followed by *Kiosk Solutions* while digitizing the documents is as follows;

- **Digital Scanning of Documents:** Document Imaging or Scanning refers to the actual transfer of paper documents into digital images. Hardcopies are fed through scanning device that incorporate specialized software and hardware to create a digital image in any of the industry leading formats that looks exactly like document. Four basic components of document imaging system are:

<p>Basic components of document imaging system are:</p> <ul style="list-style-type: none">➤ Scanning➤ Indexing➤ Storage / Data Repository➤ Document Retrieval	
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- **Indexing:** Meta-data and required data is entered into database as per client requirement. *Kiosk Solutions* use double data entry / single entry QC based software, which has been tested on major data extraction projects, the software can be customized suiting to client's requirements.



- **Storage / Data Repository:** The scanned records transformed in files/folders for storage purposes and will be saved on the local computer, whereas, scanned imaged are linked / stored in the database. This software is client specific and developed suiting with clients' requirements and the software stores the image link information in the database and the images in each folder.
- **Retrieval Software:** This software retrieves the information from database based upon the retrieval criteria agreed with the client. Additional functionalities include:
 - ✓ User definition module to create new user who would access the software repository on client's intranet or the web.
 - ✓ Web portal user shall be able to login and retrieve a particular document using index fields specified as per agreed criteria.
- **Other Activities**
 - ✓ **Pre-Processing:** Document preparation is an important step I assuring a well-functioning production. Key tasks include -inspecting and separating documents, removing staples, paperclips, pins etcetera, and generally improving the nature of the documents for scanning.
 - ✓ **Reassembling of Documents:** Documents are reassembled into original sequence in which documents are received for processing.
 - ✓ **Quality Assurance:** Quality control entails systematic reviews and checks to ensure that scanned images are readable and of good quality. A complete commitment to quality requires images to be physically viewed
 - ✓ **Training:** A group of selected / nominated users are trained to use the software with a view that organization can retrieve the scanned images.

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