

**Document Scanning**

**Scanning 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 scanning is a software based activity, which facilitate search and retrieval of scanned images based on the indexing criteria. Processing sequence followed by Kiosk Solutions is as follows;

* **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:

|  |  |
| --- | --- |
| Basic components of document imaging system are:   * **Scanning** * **Indexing** * **Storage / Data Repository** * **Document Retrieval** | G:\Kiosk Solutions\Images\IMG-20150626-00075.jpg |

* **Indexing:** Mata-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.

Contact Person

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lt Col Khalid Hameed Shah (R) Shaheryar Bhatty**

Executive Director Manager Business Development

**Kiosk Solutions Kiosk Solutions**

Ph: 0300-8565031 Ph: 0333-2179193

URL: [www.kiosksolutions.com.pk](http://www.kiosksolutions.com.pk) URL: [www.kiosksolutions.com.pk](http://www.kiosksolutions.com.pk)

e-mail: [khalid@kiosksolutions.com.pk](mailto:khalid@kiosksolutions.com.pk) e-mail[shaheryar@kiosksolutions.com.pk](mailto:khalid@kiosksolutions.com.pk)