

## Document Imaging Process



### 1. Project Specification Meetings

Identifying all of your imaging needs and preparing a road map for a successful project



### 2. Pick-up at Client Site

Label all boxes upon arrival and complete transmittal list



### 3. Receiving at WIS

Confirmation of T-Lists and creation of imaging tracking documents



### 4. File (Folder) Level Indexing

Count and record the number of paper files / microfilm units on tracking sheet. Create file separator pages, PDF bookmarks and/or microfilm separation.



### 5. Document Preparation

Confirm box, file and microfilm unit counts, create batches, insert separator pages, record file, document page, and microfilm unit counts on the Imaging Tracking Sheet – making documents scanner ready.



### 6. Scanning

Establish scan settings, scan documents, record captured files, documents/pages or microfilmed units on the Image Tracking Sheet by batch



### 7. Quality Assurance

Verification of imaged files, 100% visual inspections of image for quality and clarity, and side by side document identification



### 8. Document Level Indexing

Index data from images/table lookups assisted OCR



### 9. Migration & Conversion

Create text, delimited, database, or XML files



### 10. Media Creation/Upload

Create USB Flash Drive - Upload to Host System



### 11. Delivery / Storage / Destruction

Delivered to your door, off-site storage, or to a location where they can be properly disposed of



### 12. Complete

That's it! Your documents are now digital images for improved storage, easier retrieval, and enhanced loss prevention