WIS Imaging Service Definitions

Project Setup: This is a one-time activity to setup the workflow, separation, indexing and scanning specifications for this specific job. The setup includes receiving (confirming T-Lists) where boxes are checked in, Imaging department orders are created establishing Project numbers, Imaging Box Numbers along with Imaging Tracking Sheets for accountability.

Microfilm-Fiche Preparation: includes the handling of your microfilm, fiche or aperture cards out of transport boxes, out of film boxes, or out of fiche and aperture card envelopes: Create batches confirming and recording batch control counts (boxes, units and frame counts). In summary, document preparation is doing the required work to make film, fiche and aperture cards scanner ready, trackable, and capable of being reassembled properly.

Physical Counts: This is an optional quality assurance measure used to assure all units/frames are captured. The units/frames are counted and recorded with batch totals for reconciliation later in the workflow.

Scanning: This defines the type of scanning we are doing for your job. The DPI (dots per inch), Grayscale 8, 10 or 12-bit, compression (lossy or lossless JPEG XR compression. Batches, Units and frame counts are captured and then recorded and/or attached to the Imaging Tracking sheet for reconciliation in QA.

100% Visual Inspections: This is an optional quality assurance measure to ensure all frames are readable, oriented properly (landscape or portrait), removal of unwanted frames. Re-writing the frame adjusting contrast, brightness and gamma settings when needed. This option ensures the best possible rendering of the original frame. The Imaging tracking sheet isdated and initialed by the QA operator completing the task.

Ribbon File Creation for QA on Demand with Virtual Film: Each roll of film or collection of fiche and aperture cards can be captured at 12-bit grayscale and output to a ribbon file for archival storage. When images are needed the ribbon file is loaded to our Virtual Film application installed at the client site on client computers. At this time the selected frames canbe adjusted accordingly for the best rendering and output as a PDF or printed document. This defers QA only to images that are accessed and when they are accessed keeping initialconversion cost low and targeted only to the documents that need it.

Physical Count Reconciliation: This is an optional quality assurance measure that works with Physical Counts done in Microfilm/Fiche preparation and Scanning. The physical unit/frame counts recorded in document preparation or scanning are compared to the actual pages delivered from QA and if different are brought into agreement. Missing frames are inserted into the unit. Unwanted frames are deleted. The final unit/frame counts are updated on the unit level indexing audit report (FID20) which is attached to Imaging Tracking Sheet. The Imaging Tracking Sheet is dated, initialed with the final totals of the box recorded.

Indexing (Box, Unit, & Document): Data that is captured from the box (Receiving Transmittal List or written on box), microfilm box, microfiche header or envelope, aperture card or from a single film frame and normally is used as the image file name or populated to a database that cross-references the image file (used when importing to client's existing ECM). The Imaging Tracking Sheet is dated, initialed and control counts recorded for Unit Level and Document Level indexing steps.

Reassembly: Our standard re-assembly is to place film rolls back into their original film boxes, fiche and aperture cards to their original envelopes, and if provided their original containers. Finally, these units are placed back into their original transport container.

Migration: Normally includes TIFF to PDF conversion, OCR, Image output folder structure required by the client, Custom file names, export databases, XML Files used as import files to the clients ECM (Electronic Content Management System). The Imaging Tracking Sheet is dated, and Initialed by the operator completing the activity.

Tiff to PDF Conversion: Converting the native scanned TIFF file to the Adobe PDF format. Includes writing index information to PDF standard fields and PDF custom fields. Image compression is also an option to reduce the overall storage space. These options are established in the Project Setup Meeting(s).

OCR (optical character recognition): Creating text files from recognizable fonts providing full text search capability for imaged documents as hidden text in PDF files or as separate text files corresponding to specific TIFF files determined in the Project Setup Meeting(s).

Media Creation / Uploading: Transferring and/or uploading your scanned images and indexeddata to electronic media or host servers for delivery to you. We transfer images to CD, DVD, Flash drives and USB Hard Drives. The number of folders and images files are confirmed. A hard copy Listing of the folders and files on the media is produced and a copy is sent to client. The Imaging Project Final Report is dated and initialed by the operator completing the activity.

Delivery: Western returns the original media with the digital images.

Storage: Optionally store the records for a designated period in a designated storage facility.

Destruction: Western is instructed to destroy the converted media by the client via its SecureDestruction Service.