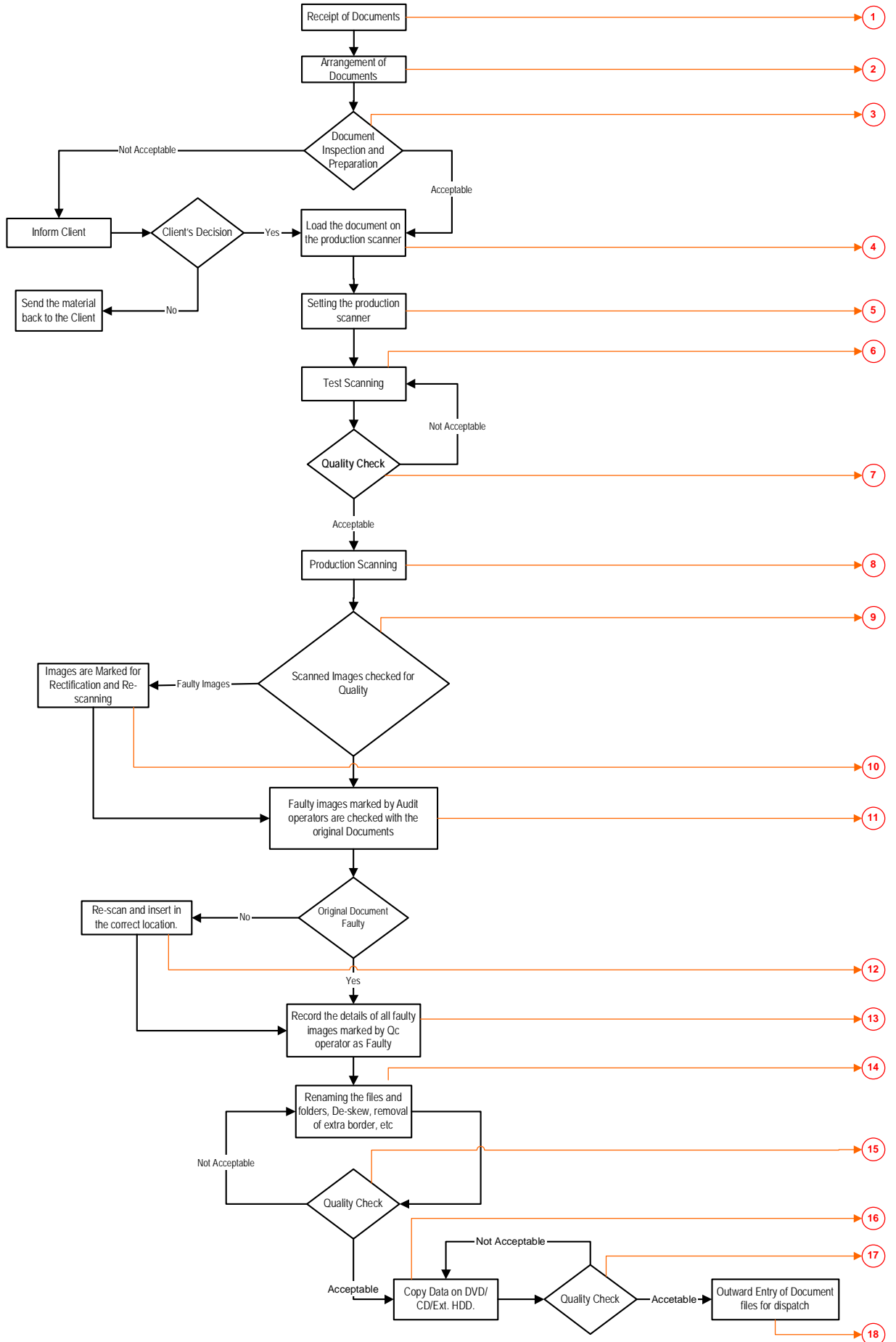


Graphical Process Chart for Scanning of Documents

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Process for Scanning of Documents:

1. Receipt of Documents: Documents are received from the client and the inventory is made in the inward register.
2. Arrangement of Documents: Documents are arranged in proper order in which they are to be scanned.
3. Document Preparation: Documents are made ready for filming. Documents are removed from the files/folders and unstapled/unbound. In case the documents are not legible then these documents are stamped with "Best Copy Available" stamp so that the QC operator knows that the original document is problematic. Numbers of documents in each file are noted in the register. In case any of the documents is in very bad, then the client is informed of the same. In case client decides to go ahead then it is considered for scanning or else it is handed over back to the client.
4. Loading the Documents on Production Scanner: Document to be scanned is kept on the copy board.
5. Setting the Production Scanner: Scanner is set as per the scanning requirement. The DPI, output format and mode is set as per the client's requirement. The focus is set to the best.
6. Test Scanning: A small job consisting of couple of documents of different types and sizes is scanned for testing purpose.
7. Quality Check of Test Scanning: Quality Check is performed on scanned images. The following parameters are checked:
 - a. Image Resolution: Images of scanned document should of the DPI as required by the client and legible.
 - b. Cut Images: None of the scanned image should be cut and all four corners should be visible as they are on the physical document.

In case any of the above is found not up to the mark then test scanning is redone till the accurate result is achieved.

8. Production Scanning: Once the test scanned images are approved. The production scanning starts. The same scanner settings are maintained on which the quality was approved by the Quality Check team.
9. Quality check of Production Scanning: Each and every image scanned is check for all the parameters as mentioned in point no. 7.
10. Rescanning of incorrect images: In case any of the image is not up to the mark it is rejected and sent for rescanning.
11. Faulty Images: Images sent for rescanning are checked with the physical document.
12. Incorrect Scanning: In case of physical document being in good condition it is rescanned and inserted in the correct position.
13. Original Document Faulty: In case the physical document is faulty the same is recorded in our system.
14. Post Production Activities: Files and Folders are renamed based on the client's requirement. Also at this stage the files are converted into PDF / JPEG, multipage PDFs, multipage TIFF. Also in case the images need to be cropped or de-skewed then these activities are done at this stage.

15. Quality Check of Post Production activities: All the data which is generated after Post Production is Audited to ensure that almost 100% error free data is generated. In case any of the images is faulty then it is redirected to post production operator for rectification.
16. Copying of Data on CD/DVD/Ext. Hard Disk: After completing the Post Production, the images are ready for dispatch. These images are copied on CDs / DVDs folder wise.
17. Quality Check of data copied on CD/DVD/Ext. Hard Disk: After copying folder and images on CDs / DVDs, all CDs / DVDs are verified to ensure that all images are correctly copied and can be accessed through any system.
18. Outward Entry of Films and Documents: Data copied on CDs / DVDs is reconciled with Inventory report to ensure that all the documents that have been received are scanned and copied. Entry of Total CDs / DVDs and total number of documents is made into an Outward Register.