

DOCUMENT CAPTURE PROCESS

As a leading document management solutions provider, our capture services involve using state-of-the-art production-level scanners, as well as industry-standard and internationally-approved workflows, operated by the best document management experts in the industry.



Pre-processing

Identifying, selecting, and organizing documents to be scanned. If a document is damaged, it will be repaired. If a document is beyond repair, a copy of the document is made to preserve the original. Part of the preparation process includes distinguishing poor quality documents and marking them beforehand, to inform users that the document was of poor quality prior to scanning.



Indexing

Categorizing digitized documents for easy search and location, using OCR/ICR software. OCR/ICR is a process to convert digitized images into searchable text. Search terms are customized according to client specifications.



Scanning

Once sorted out, the documents are fed to a scanner in batches, with separator sheets in between them for the machine to distinguish in between groups of documents. After scanning, documents are secured and logged-in under lock and key.



Index Validation

Ensuring that data collected is correctly catalogued and can be searched appropriately.



Image Enhancement

Adjusting the digitized document to ensure its readability. Enhancing the document increases the suitability of the document for further use and analysis.



Post-Processing

Physical documents are returned to client in order. Documents are integrated and logged-in to existing solutions.



Image Quality Assurance

"Cleaning" of documents by reducing file size, straightening, de-speckling, de-skewing, removing background noise, etc.



Document Release

Once validated, digitized documents are added to the existing database/document management system.