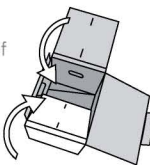


Archive Boxes and Box Numbers

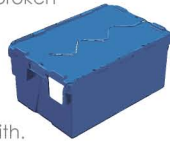
Adapted ScanFactory Archive Boxes

To transport the archives, special ScanFactory boxes are being used. Each box carries the necessary identifications (the iGuna address) and the disclaimers.

345/100 automatic cardboard boxes are being designed to accept 10kg of files. The lid is attached to the box.



Sealed PU plastic containers are being used for transporting confidential files. A one-off use broken seal indicates whether a box has been tampered with.



Labels with Unique Archive Box Number

A self-adhesive label is attached to each archive box. It mentions the customer name, the project name, the subproject name, the box type, a unique box number as a normal number and as a bar code. These labels are being generated by the ScanFactory SRP Scanning Resource Platform.



SRP

3 Archive Intake



INTAKE

Box Intake Action

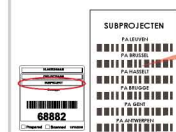
When boxes arrive, all box numbers are being allocated per pallet to a location number in the ScanFactory SRP. Regardless of where this pallet is located, by an easy combination of a visible tag with colours and numbers, at any time any file and any box can be easily located.

RED 888 BLU 888 CYA 888 GRE 888 YEL 888 MAG 888

Scan-on-Demand

As of this moment, our web-based Scan-on-Demand system allows you to prioritize the scanning of any file which is now at the ScanFactory. For more info, please refer to the technical details on the back of this brochure.

Registration of Persons & Activities



User Registration

To insure complete traceability of confidentiality, all file handlers have to identify themselves, the subproject (based on label identifications), the action they will perform in the SRP and the box number.

5 Document Preparation

Document Preparation Intake

A
PALLET NR

Before starting the Document Preparation, the status of a complete batch of 40 boxes with one pallet number is changed in the SRP.

Document Preparation Start

The DocPrep operator registers his own ID + the box number + the box weight in the SRP before and after preparation.



DOC PREPARATION

Box Preparation

Start Preparation
End Preparation

Document Preparation

Document preparation occurs along strictly defined guidelines, well documented and illustrated based on 16 signalisation panels.



Document Preparation End

After preparation, Archive Boxes are being collected again on a pallet and a pallet number (B) is being allocated to these boxes.

B
PALLET NR

7 Import & Box Checker

Importing

To achieve a uniform result, all advanced scanning and recognition functions are handled by the SRP itself. The scan process is therefore scanner-independent.

Box Checker

The SRP checks the digital collection of images for consistency and compares them to the preregistered data to ensure that every single file has been detected.

Error Boxes

In case not all files can be flagged in a box, all images of this box are being checked manually. The content of this box is on hold for digital delivery. If after this manual check the error could not be traced, the paper content of this box is being double-checked.



Blank Page Removal

Blank Page removal



Based on an algorithm containing both the paper size of the document and the file size, an automatic check determines whether images are flagged as blank pages (they are NOT removed).

Quality Control

Image quality is checked based on sampling the scanned boxes.



1 Preregistration

Validation File



The validation file - provided by you - is a list of all files. Customized preregistration software is installed on a PC (provided by iGuna) and connects to this validation database, either online (VPN) or offline by importing your validation file on the local preregistration PC.

Full Pre Registration



Each individual file is being registered, **without any exception**. Each file number is linked to a unique box number, and the consistency of this relationship is checked several times throughout the scan process.

Primary Registration Criterion

#ABC123456789#

The primary registration criterium (PRC) is the criterium being entered first during preregistration. It consists of a code corresponding to the file number or an identification number of the file owner. The PRC is entered either **manually** or by **scanning a bar code**.

Secondary Registration Criteria

JAN JANSSEN

PREREGISTERED

Secondary registration criteria (SRC), relate to the PRC in the validation database. They are shown to the preregistration operator, allowing to check correct entry of the primary registration criterium.

Wrapup

Mostly while preregistering, the files are packed into an archive box. This means that in one handling, files are preregistered and packed in an archive box.



2 Transport

Private Scheduled Transport

Your files can be picked up by a dedicated transport. The truck does not collect any other goods but your files during this transport. It can be scheduled with precision.



Grouped Optimized Transport

Optimized transport is the economic alternative. The Archive Boxes are collected according to the truck's schedule. Other goods are collected during the same transport.



3 Separ. Pages & Box Contents Print

Separation Pages

Based on the preregistered information, for each file of the box a separation page is printed, indicating the start of a new file.

Patch codes force the scanner software to recognize the unique bar code. A **unique bar code** identifying each file is generated by the ScanFactory SRP. **Additional information** extracted from the validation database is added to the separation sheet, e.g. file owner name, number etc.



PRINT PATCHES

Box Overview

Based on the preregistered information, for each of the boxes a box overview is printed including a list of file titles and/or references. It also includes the correct number of files, which will be checked during scanning (see further).



4 Archive Control

Individual File Control

Every single file is being manually double-checked: Do the separation pages match the file PRC and SRC?

If OK: Separation Page in File Insertion

When the file reference corresponds to the separation page references, the separation sheet is being inserted in the file before Document Preparation.



Missing Separation Page

Files with missing separation pages are being added to the registration.

Missing Files

Separation pages without files are being deleted from the registration.



Outtake 2 DocPreparation

Pallet Number & Box Number Registration

At the end of the Archive Control, all boxes are being packed onto a pallet, and a pallet number (A) is being allocated to these boxes.



Prepared Boxes Intake

Intake to Scanning

The pallet number of prepared boxes is being registered in the ScanFactory SRP. At any time any file and any box can be easily traced.

B
PALLET NR

6 Scanning

Patch Codes & Bar Codes Recognition

The patch codes force the scanner to recognize a bar code on the same page. A mask is applied to make sure the bar code value is in line with a predefined matrix. If not, the scanner halts.

File Quantity Control

On the archive box overview, the number of files expected after scanning is mentioned. After scanning a complete box, the scan operator checks whether this number matches the quantity of files recognized by the scanner. If not, the box receives the status "error box".

Full Scan of All Documents

All documents are being scanned, including all **front & rear sides**. Moreover, all documents are scanned **both in Black & White and Color**. Not a single image is being deleted.



Scanning End

The docprep operator registers his own ID + the box number + the status "box scanned" in the SRP.



Box Preparation

Box Scanned
BOX SCANNED

Ready for PostScan Treatment

Ready for PostScan

After the document preparation, all boxes are being registered under a new pallet number. They receive the new status "Ready for PostScan".

Outtake to PostScan

From the moment the boxes are transported to Postscan (Quarantine or Confidential Destruction) they receive the status "Outtake to PostScan".

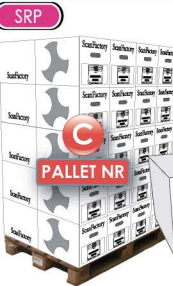


Image and Index Export



Image & Index File Formats

Regardless of the original scan file format, the final image format and the correspondent index formats are being defined at this export stage. This also means that a complete volume can be exported twice under different indexing and file formats.

8 Image Transfer



(S)FTP Transfer

Image transfer of scan results can be done via secured FTP (internet).



VPN Transfer

If available, transfer via Virtual Private Network is preferable.



Hard Disk Transfer

As a last option, transfer via Hard Disk or DVD is available.

9 Import Check



Unzip Service: Before electronic transfer, files are zipped. A local ScanFactory unzip service unzips them.

The ScanFactory **Import Check Service** ensures that all files are imported correctly in your DMS. Non-imported files are automatically filed in a separate directory.

The **Import Messaging Service** sends back the status "Imported in DMS" to the SRP. This triggers the automated full backup service.

Post Scan

C
PALLET NR

Quarantine

Scanned files are being kept in quarantine for a period of typically three months, starting from the day they are imported in the DMS.

Confidential Destruction

After the quarantine, documents are being subjected to confidential destruction.

Internet-Based Customer Reports

Internet-based reporting tools offer you a perfect view of the status of the scanning process. You can not only check the overall status, but the status of every single file or box is traceable.

**Maximized File Availability****During Preregistration: Syncing with Your Appointment System**

If you are currently using an appointment system, our customized preregistration software will synchronize to this, preventing the preregistration and wrapup of files you will be needing in the near future.

Picking a File Which Has Been Preregistered

The customized preregistration software does allow you to trace the box number in which a file has been registered and to unregister it in case you need the file.

Prioritize the Scanning of a File you need

If for some reason you urgently need access to a file, you can use our web-based Scan-on-Demand software and prioritize the scanning of that file. The file will be supplied electronically (preferably) or in case of total absence of technology on your side, it will be faxed. You can provide a list of authorized persons that will each receive a login and password for the SOD-website.

Extra Processing Services

Just before exporting your images, supplementary processing can be executed.

Optical Recognition**A Patch Page Recognition**

Split files based on patch pages

**B Bar Code Recognition**

Recognize Bar codes to index documents or files

**C Optical Character Recognition**

Recognize machine-typed characters

**Optical Mark Recognition**

Automatically extract data from manually completed questionnaires

**Intelligent Character Recognition**

Recognize hand-written capital characters

Image Enhancement

If necessary, images can be enhanced at this level. This includes Brightness & Contrast enhancement, Sharpness control, Rotation, Cropping, Black Hole Removal, Skewing etc.

Digital Signature / Encryption

A digital signature can be added as a tag and as an extra metafile to your images, assuring the integrity of your digital archive. Furthermore, you can choose to encrypt exported images.

Archive Status Analysis

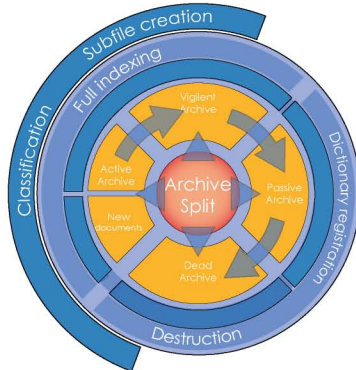
Most organizations have a need to get a clear view on the way their paper archives are being organized, classified and managed. By using in-house resources to run an exhaustive, monthslong analysis, your project may be outdated before you even started it. iGuana examines all archives in just a few days and provides you with a clear-cut status report about each archive.

Archive Volume Assessment

Considering the budgetary impact of a scan project, there is an absolute need for detailed reporting on the total paper volume involved in a scan project. Using specific methodologies and tools, iGuana provides a crystal-clear report about the number of files and documents in your archive, with a precision you could only imagine. The investment in an Archive Volume Assessment offers you absolute budget security.

ECM Migration Consultancy

Different strategies are available to migrate from an analogue paper environment to Electronic Content Management. What is the best strategy? Which are adapted solutions for the respective volumes to be scanned? Which moment to choose for digitizing your active files? All of these questions are being addressed in our migration consultancy.



Roadmap

