

Document Digitization



Pain points of office workers

- *Manual and slow retrieval of physical documents*
- *Lack of space for storing of documents*



SVI Solution

With digitization, office workers get the following advantages:



Digitization



**Document
Management System**

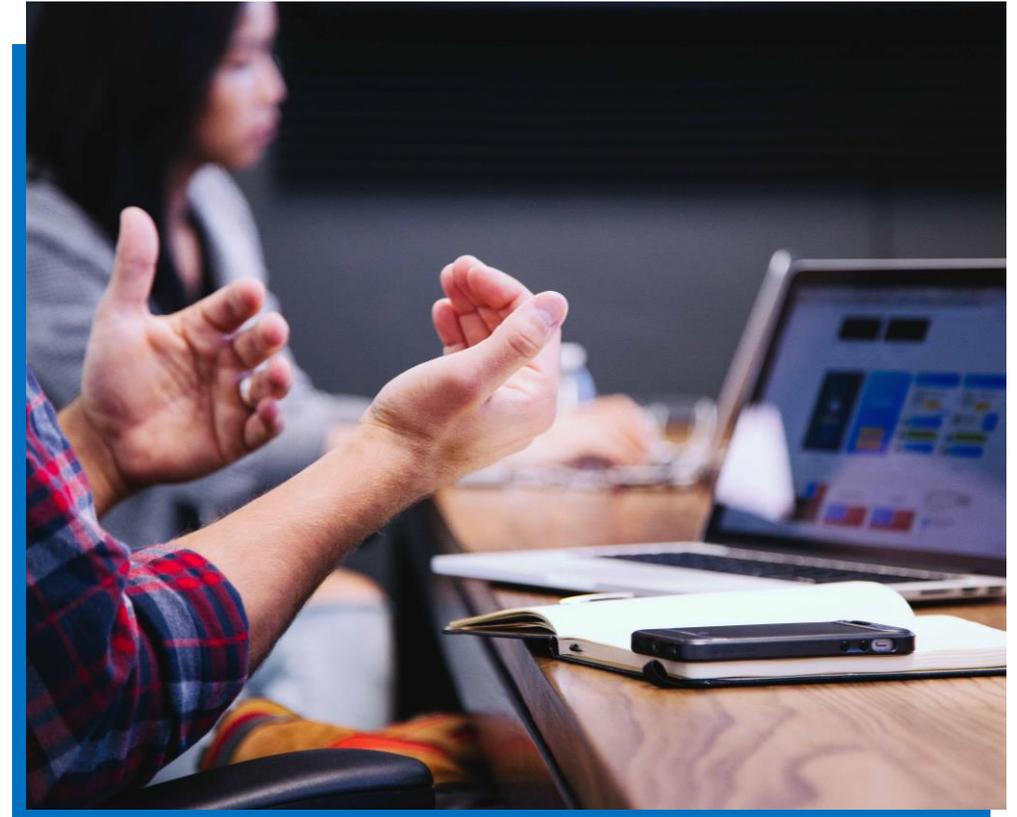
- Electronic copies for ease of retrieval
- Secured digital storage for records

Digitization and document management

Our DMS is capable of providing backup files (saved in any open data file format) that can be stored to the client servers without the dependency to any third-party application.

Transfer of relevant files, resources, assets, and information, into the client servers are available either on demand or on a pre-defined schedule for backup and recovery purposes.

Our DMS can be configured to address the requirements and workflow nuances of the various business units of our clients.



Digitization and document management

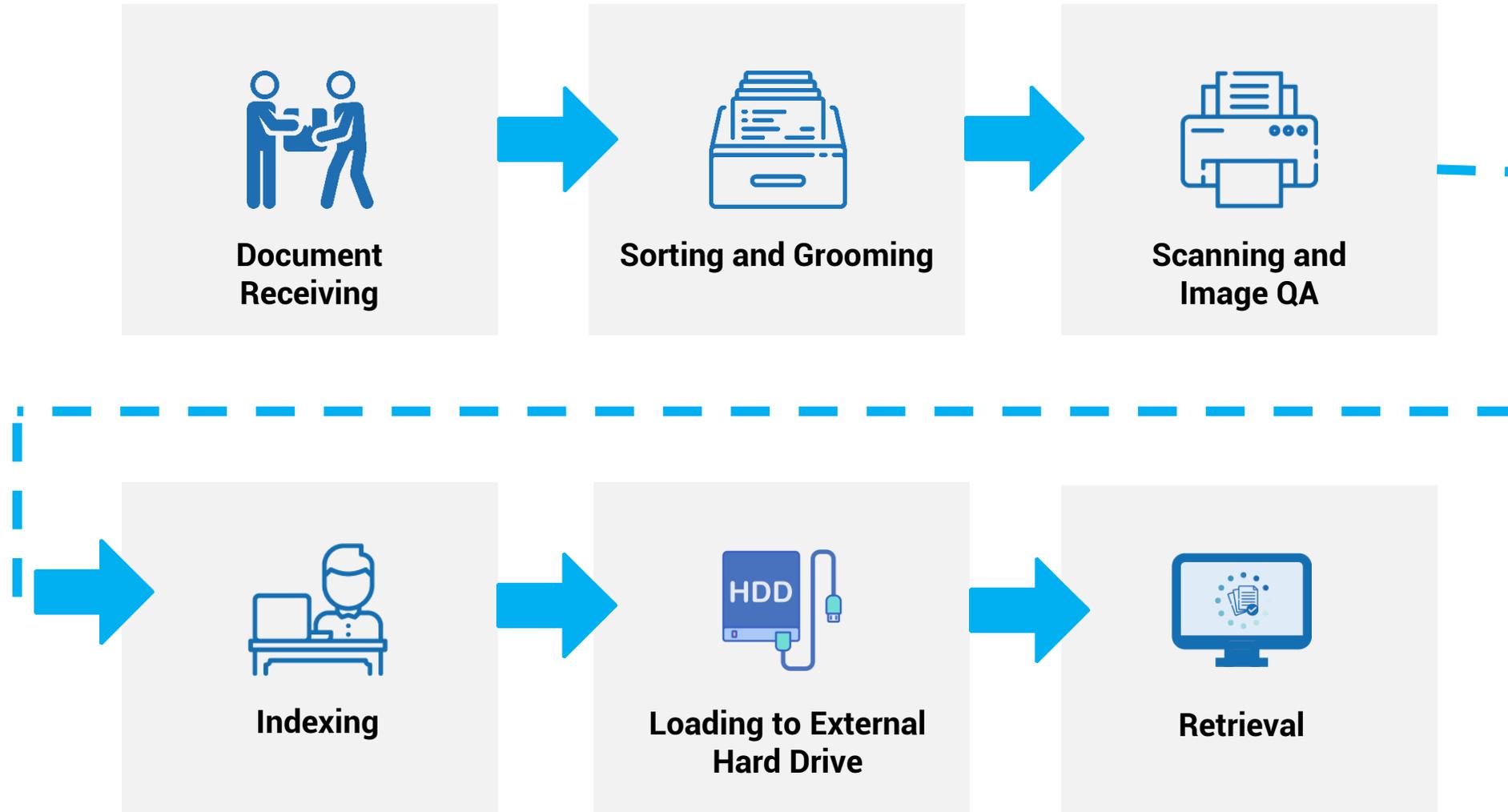


Our DMS can integrate the previously digitized documents such as 201 Files and other personnel records.

XML format is used for machine readable data. Files and documents are formatted into PDFs and image formats such as TIFF, JPG, and PNG.

Our DMS can accept an unlimited number of documents that have been previously digitized by the client.

Digitization process



Digitization at work



1. Document Receiving

Client personnel gives documents to the SVI personnel for digitization. These documents are separated per batch and arranged per date.



2. Sorting and Grooming

SVI personnel prepares the documents by doing the grooming steps such as:

- a) Removing all staple wires.
- b) Unfolding the pages of the documents.
- c) Aligning the top-right edge of the document pages.
- d) Ensuring all front pages of the documents are facing up.



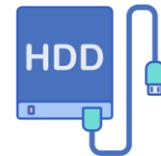
3. Scanning and Image QA

SVI personnel scans the documents and checks the number of pages to see the number of pages per batch provided. Output documents can be saved into PDF format.



4. Indexing

SVI personnel encodes the details that needs to be captured for the documents of the client.



5. Loading to External Hard Drive

The indexing output are reformatted and loaded to the external hard drive.