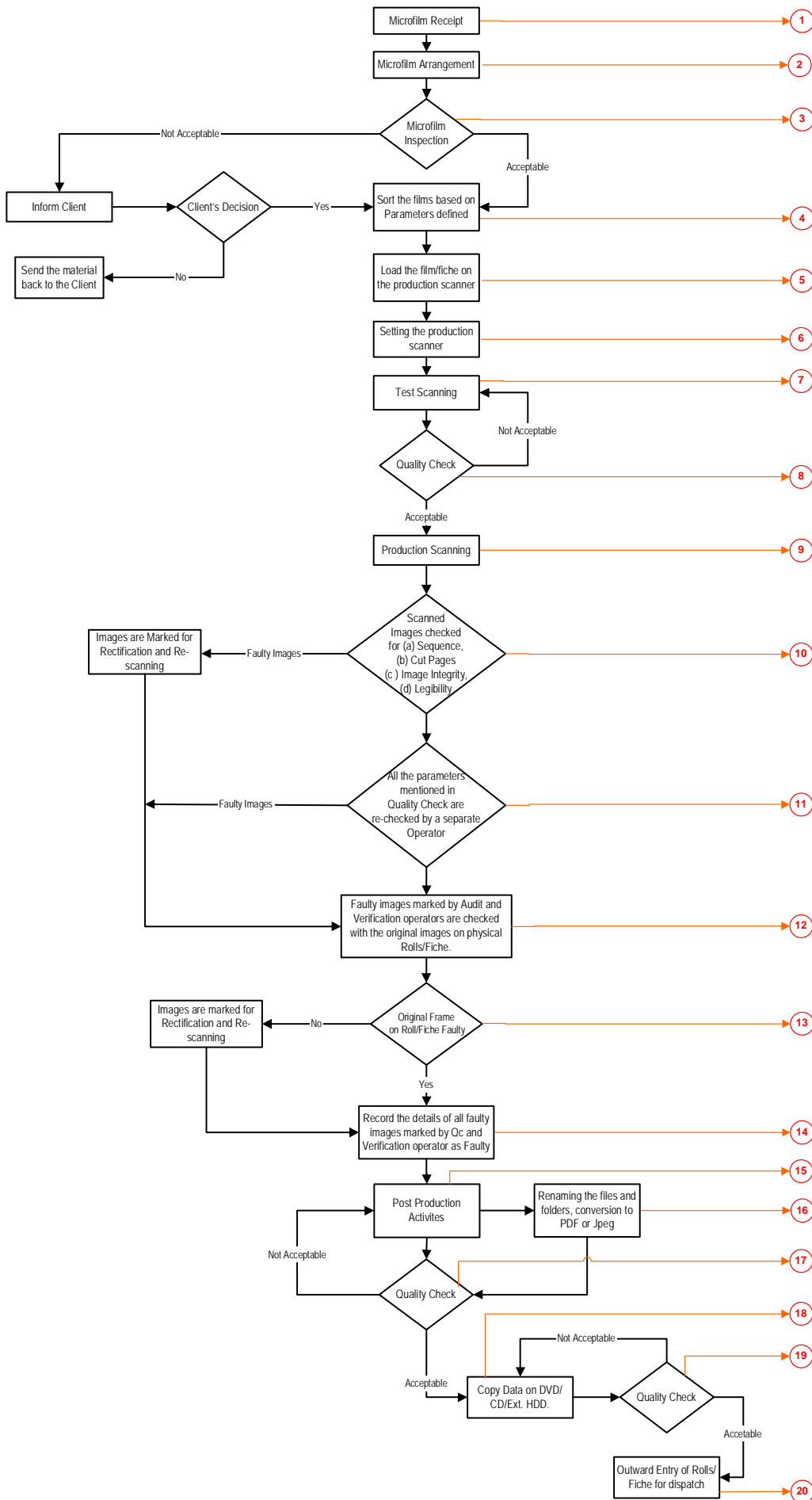


Graphical Process Chart for Microfilm Scanning

www.scanmicrofilm.com



Process for Scanning of Microfilm Roll / Microfiche / Jackets

Microfilm Receipt - point no. 1

Microfilms / Fiches are received from the client.

Microfilm Arrangement – point no. 2

Microfilm / Fiches are arranged based on the list sent by the client.

Microfilm Inspection - point no. 3

The fiches / rolls are inspected for its parameters. We use antistatic gloves when handling the Fiches / Rolls. Fiches / Rolls that do not match the reference samples provided by the client are kept aside and the client is informed about such fiches/rolls. This is done, to ensure that the expectations of the clients are maintained. These non-standard Fiches / Rolls are scanned only after an approval is received from the client.

Sorting of films – point no. 4

After Inspection the films are sorted base on different parameters. All films having same parameters are sorted and arranged together indifferent lots for scanning.

Loading and setting up Scanner – point nos. 5,6,7 and 8

After inspection is done the scanning operator loads the Microfilms / Fiche on the scanner and creates INI files (set up files) for different lots based on the inspection report. Once the INI files are created, the sample scanning is done and the scanned images are audited for quality. If the quality is not acceptable the scanner setting are further modified till the acceptable quality is achieved.

Production Scanning – point no. 9

Once the quality is approved, the production scanning starts.

Image Audit / Inspection – point no. 10

Each and every image that is scanned is checked for its integrity, cut pages and legibility. Also a count of total number of actual frames on fiche / Roll is compared with the number of scanned images to confirm that all the frames on the fiche / Roll have been scanned. In case any image if found below the acceptable mark then the same is marked for Re-scanning.

Verification – point no. 11

All the parameters as mentioned in Image Audit are re-checked. for each and every Audited image to ensure that no images have been missed during the Image Audit / Inspection stage. Thus whatever is delivered to the client is almost 100% error-free. In case the re-checking operator finds any of the images are below acceptable mark then these are also marked for re-scanning.

Re-Scanning - – point nos. 12, 13 and 14

Rejected images from the both Audit and Re-checking processes are rechecked with the Physical Fiche / Rolls by the Re-scanning operator. In case the original frame on the Fiche / Roll is faulty then the same is recorded in our internal database for notification to the client. rescanned images. If the image is faulty due to production

scanning then the same image is re-scanned, renamed and replaced in the appropriate folders. A separate record is maintained for rescanned images.

Post-Production – point nos. 15 and 16

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 etc.

Quality Check of Post Production – point no. 17

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.

Cutting on CDs / DVDs – point no. 18

After completing the Post Production, the images are ready for dispatch. These images are copied on CDs / DVDs folder wise.

Verifying CDs / DVDs -- point no. 19

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.

Reconciliation Fiche / Rolls and CDs / DVDs and outward entry – point no. 20

Data copied on CDs / DVDs is reconciled with Inventory report to ensure that all the fiches / rolls that have been received are scanned and copied. Entry of Total CDs / DVDs and total number of files is made into an Outward Register.

Dispatch – point no. 20

CDs / DVDs are dispatched to the client along with the rolls / microfiches / jackets.