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## DIGITIZATION AND eRECORD MANAGEMENT

DIGITIZATION - MINISTRY OF FINANCE



وزارة المالية  
MINISTRY OF FINANCE

### Business Objectives

- › Transforming physical documents to digital copies
- › Apply the transformation for 24 million pages for (2015 - 2007) files
- › Allow multi access to the same document at the same time from different employees.
- › High search capabilities to reach the required document within few seconds.



### malomatia's Role

- › Scan and Digitize 24 million pages.
- › Capture the index fields for each file for future search.
- › Test and assure that all captured data match the correspondent documents.
- › Re-organize physical documents into barcoded boxes.
- › Assign each document ID with a box barcode.
- › Keep all data in a centralized placeholder along with document images.
- › Feed the ECM system with all index fields and correspondent documents.



### Results Achieved

- › Completed the digitization of 24 million pages in Ministry of Finance.
- › Multiple employees can now access the same documents at the same time.
- › Reduced the time of fetching physical documents from days to couple of minutes.
- › Ease the process of auditing and financial control.
- › Save the time to managers and staff after stopping manual work.
- › Better organized store for the Ministry of Finance.

