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DIGITIZATION AND eRECORD MANAGEMENT

DIGITIZATION - SUPREME JUDICIARY COUNCIL (SJC)



Business Objectives

- › Transforming physical documents to digital copies.
- › Apply the transformation for 50 million pages for (2018 - 2011) 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 50 million pages.
- › Capture the index fields for each file for future search.
- › Classify the pages inside each file for faster retrieval
- › 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 classified documents.

Results Achieved

- › Completed the digitization of 24 million pages in Supreme Judiciary Council and working on the remaining quantities.
- › 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 reducing manual work.
- › Better organized store for the Supreme Judiciary Council.