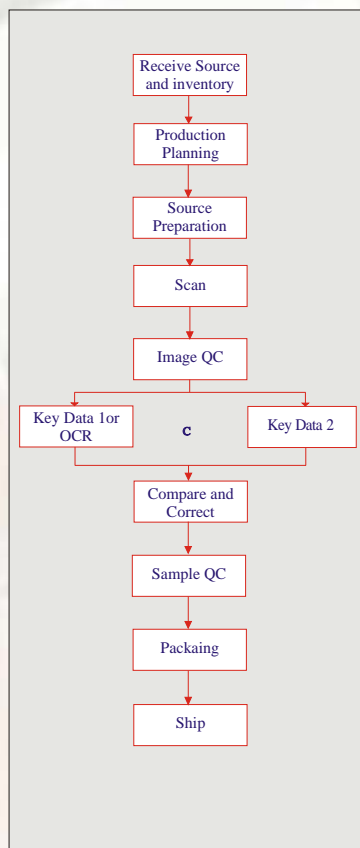


Digitization Services for City, County and State Governments

- *Local and State governments are under great pressure to reduce costs, while the number of documents processed each day increases. To achieve this local governments are implementing innovative solutions by digitizing their back file and providing online access to public records.*
- *The records and the associated Meta data is either paper on microfilm. Capri provides, both onsite and offsite digitization services with the Meta data keyed and delivered within 24 hours.*

How do we do it

We use a state of the art or paper scanner to create digital images. Capri has developed a unique process, supported by a proprietary Workflow Engine, to delivery high quality out put to our clients. The process we follow is outlined below



Receive Source and Inventory:

The client ships the material to our production facility. We check the material received against the shipping document and report any discrepancy.

Production Planning:

Based on the client requirements, we schedule the job for production. For backfile conversion, we develop a detailed production schedule for each month, week and day. For transactions, we do a daily plan based on the source material received

Source Preparation:

The source material received are sorted, and arranged based on the production planning. If it is digital images, it is loaded into the workflow. If it is paper all the staples and paper clips are removed and is batched for scanning. If it is microform, it is removed from the special storage area (with temperature and humidity control) and brought to the production area.



Scanning:

The source material is scanned to produce the digital image in the required format including TIFF, JPEG, GIF, PDF etc. The scanners used are the highest rated in the industry including Sunrise, Wicks and Wilson, Kodak and Ideal/Contex scanners

Image QC:

We review every image to check for image quality. Any image that does not meet the image quality is routed for Rescan.



Key Data 1 or OCR:

The meta data like Grantor, Grantee, Legal Description, Liber and Page number are either keyed in or OCR'd. Our proprietary Key Data Entry application is customized for each project to maximize operator efficiency and quality.

Key Data Entry 2:

Another operator independently keys the same data in. Our Workflow Engine ensures that Key 1 and Key 2 of the data is entered by two different operators.

Compare and Correct:

Our proprietary software efficiently compares the data from Key 1 and Key 2. It displays to the operator any record with discrepancy along with the source image. The operator has the ability to choose Key 1 or Key 2 data. The operator can also override both data and re-key the data

QC:

An independent QC team checks The Meta Data and the images against the Quality Criteria defined for the project. Each batch is accepted or rejected based on the Quality Criteria. Batches that are rejected are re-worked. Batch accepted is moved to the Packaging step.



Package:

The Meta Data captured is transformed to XML, SGML, CSV or other proprietary tagged format requested by the client. The Meta Data and the associated digital images are packaged into the format required by the client and prepared for shipment. The data transfer method could be DVD, CD or through secured connection including the Internet

Shipping :

The data is transferred to the client site. The client audits the material and accepts the data.



Input :

Paper, Books, Microfilm, Microfiche, Aperture Cards, Digital Images

Output :

Images in TIFF, PNG, JPEG, GIF, PDF or any other format the client requires Text and Meta Data in XML, SGML, CSV, Fixed Length record or any other proprietary format.

Convert From	To	Output On
Microfilm	Tiff	CD-ROM
Microfiche	PDF	Optical Platters
Aperture Cards	Text Database Records	Magnetic Tape
Paper A-E Digital Data	Virtually any Format	

Value Added Services

Indexing, Data Entry, Coding, Optical Character Recognition, Forms Processing, Document Determination, Bates Numbering, Image Processing



OUR INFRASTRUCTURE

- We have a Gigabit Ethernet Network to efficiently move the images and data within our production unit. All the operators have 19" monitors and all our workstations are Pentium IV by Dell, IBM or Compaq.
- All our servers are Dell or IBM. Our scanners are the top rated Sunrise and Wicks and Wilson scanners for microform. We have Kodak paper scanner and Ideal Contex large format scanners.



OUR PEOPLE:

Our people are highly skilled and trained. They have vast experience converting Local Government and State records. A minimum qualification of our operators is a college degree. During the recruitment phase, we test the candidates for typing and analytical skills, and then we interview the candidates to assess their aptitude. We select only one in ten applicants. With the combination of the right people, process and technology, we are committed to meeting or exceeding client quality and timeline requirements.

Contact :-

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