

Prepping for Scanning / Imaging

Tell those who will be prepping, scanning and QA'ing to keep the pages of the file in the same order as the file.

- Remove all staples and paper clips
- Tape down small pieces of paper, i.e. calculator tapes, as these will not scan through the document feeder
- Keep each file together with a binder clip, file folder or rubber band.

Once it's been prepped, attach a post-it note (3x5) and write on top:
"Prepped by name" (See example on page 2.)

Once the file has been scanned, on the same post-it note, write under the prepped note: "Scanned by name" (See example on page 2.)

QA (Quality Assurance)

The same person should not scan and QA the same file. The purpose of QA'ing is to ensure the following:

- All pages have been scanned
- All pages are readable

It is not the responsibility of the QA person to ensure accuracy of the actual content of the files, i.e. proofreading.

When a discrepancy has been found by the person QA'ing, make a note with small post it (3x3) attached to page it's found on. Along with notation, write the page # on the note as well. The post-it note should be placed so it's sticking out and can be seen.

Examples are:

- Page 16 not scanned.
Attach a post-it note on page 15 or 17 and note "page 16 not scanned".
- Page 23 too dark.
Attach a post-it note on page 23 saying "too dark, pg. 23". The QA person should make a copy of the page and lighten it on the copier. The copy will be for rescanning.
Place this page behind the original page 23.
- Page 25 too light. Attach a post-it note on page 25 saying "too light, pg. 25".
The QA person should make a copy of the page and darken it on the copier.
Place this copy behind the original page 25.

Noting the page # is important. This helps the person rescanning the documents, especially when the file has many pages.

Once the file has been QA'd, and if corrections are needed, the file should be given back to the person who originally scanned it. Rescan the corrections; place a red check mark on each corresponding post-it note and write "Rescanned and name" on the large post-it note on the outside of the file.

The file will be QA'd again, only for those corrections needed. If all ok, then the OCR and Indexing can be done.

Example of 3 x 5 post it for outside of each file:

Prepped by Jane Smith 5/1/06

Scanned by Joe Hill 5/4/06

**QA'd by Jane Smith 5/5/06
Needs corrections**

Rescanned by Joe Hill 5/6/06

**QA'd by Jane Smith 5/6/06
Completed**