

Project Background

Complete bibliographic coding and unitization for **2.5million pages**

Challenges

- ⦿ 8 hours project training and refresher training of 4-5 hours due to high difficulty index of the specifications
- ⦿ **80 doc-types** to be defined as primary and secondary within multiple folder boundaries
- ⦿ **Coding of 25 fields** along with bates capturing
- ⦿ Output specifications required populating multiple fields in respect to parent-child, folder boundaries, different date formats within title depending on the range, date for file folders etc.

IDS Solution

Team

- ⦿ Core team of **Subject Matter Experts** was identified for initial Client training
- ⦿ Responsible for internal process trainings, **customization of input software** and output application

Workflow

- ⦿ **Dedicated teams** created for defining document boundaries, doc-types, coding and bates capturing
- ⦿ Each team focused on their core job and gained increased productivity
- ⦿ **Quality checks** inculcated in the output application
- ⦿ Initial productivity of **10 documents/ hour increased to 25 documents / hour** due to customized workflow

Data Retention

- ⦿ Volume of data and size of the images was huge
- ⦿ **Extra server space allocated** for continuous back up of data and **data retention for 3 years**
- ⦿ Back up stored in custody of IT team for **data security and confidentiality**