



CONSENTIA
RAW DATA. REFINED RESULTS.

NO FILE LEFT BEHIND: A DIGITAZATION OVERVIEW



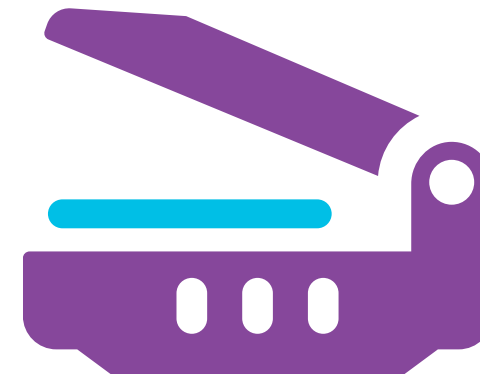
Introduction

A Little Bit About Us



Years

Experience



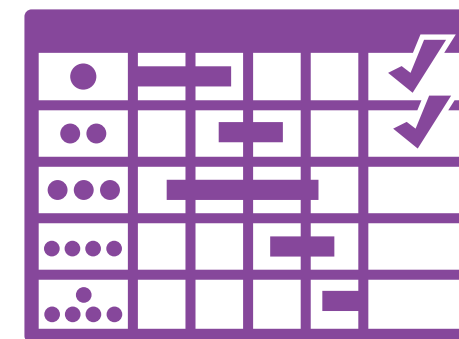
1 Billion +

Images Scanned



Edmonton

Owned & Managed

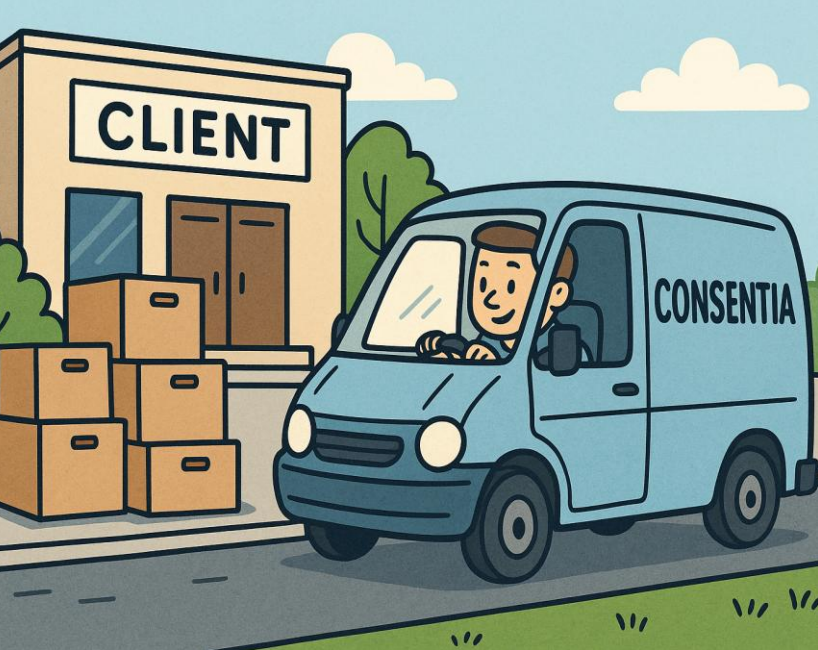


100,000 +

Projects Completed

Digitization Business Drivers

- Cost Reduction
- Ease of Access to Information/Collaboration
- Improved Customer and Employee Satisfaction
- Attracts Talented Workers
- Risk Mitigation
- Regulatory Compliance
- Disaster Recovery – Business Continuity
- Environment – Reduction of Carbon Footprint
- Future planning – Pandemic, unforeseen events



Paper
Conversion

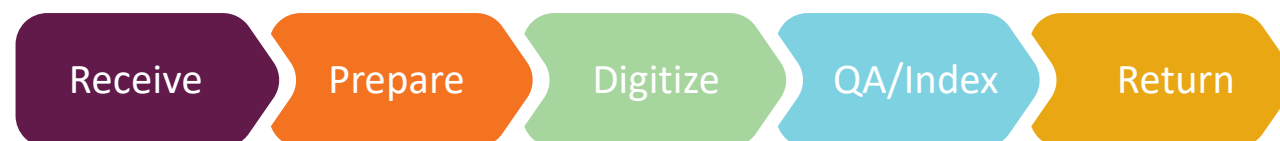
Microfilm/
Microfiche
Conversion



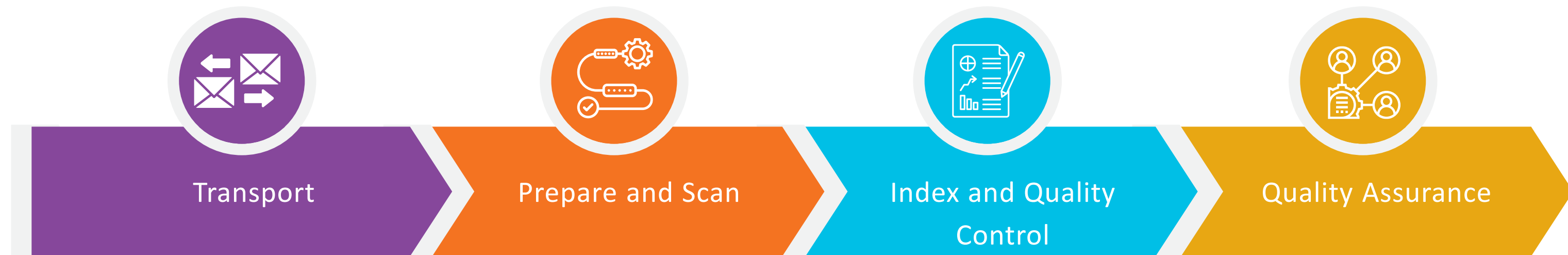
Digitization Services

Video/ Audio
Conversion

Transcription



Paper Digitization



- Identify project scope
- Create file/box inventory
- Pack and label boxes
- Transport to facility

- Remove paperclips/staples
- Unfold corners
- No data covered
- Insert patch sheets for documents/batch

- Name document/file
- Check folderization
- Review images for QC
- Make image adjustments/rescan

- Validate indexing
- Select batch for QA
- Page by page review
- Rescan
- Insert rescans in order

Microfiche/ Microfilm

Bringing media into the 21st century



DIY – What to aim for and what to avoid



What you need

- Clear plan
- Space
- Resources
- Regulations
- Regular follow-up

What to avoid

- Underestimating
- Rushing
- Skipping post-project work

Vendor Partnerships

Identifying Your Vendor

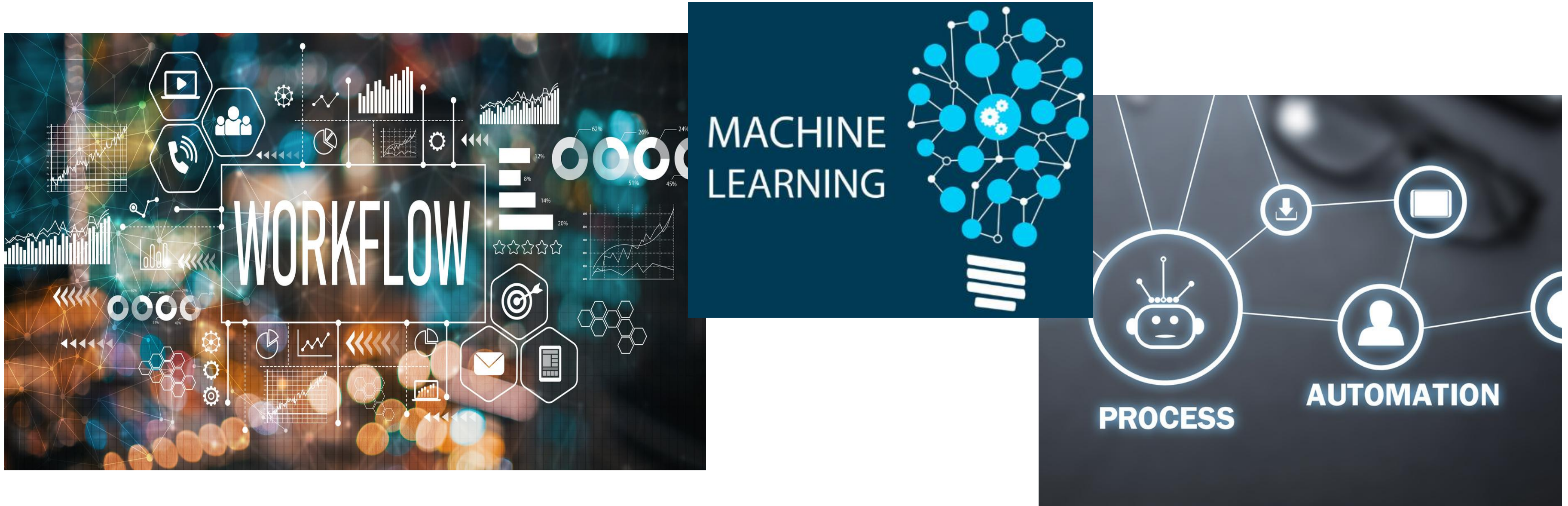
Asking the right questions to ensure you are getting the solution you are paying for.



Challenges to Overcome

- Confusion
- Miscommunication
- Non-alignment on expectations
- Billing options

Emerging Trends – How AI can help propel your business forward.





Thank You

Questions?



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Contact

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