

**Records  
Scanning**  
& ARCHIVING





## Solution Overview

The Records Scanning Program is designed to revolutionize the management of records by transitioning from paper-based systems to a comprehensive digital format. This initiative not only enhances the efficiency and accessibility of data management but also provides valuable training and employment opportunities for unemployed youth. Our program offers an end-to-end turnkey solution, ensuring a seamless and effective implementation of digital records management across all facilities.

## Service Description

### Digitisation of Paper Records

Our program utilizes high-resolution scanners to convert existing paper records into digital format. This process ensures that all documents are accurately captured and stored in a digital database. We employ Optical Character Recognition (OCR) technology to extract data from the scanned documents, making the information easily searchable and accessible.

### Data Extraction

We leverage advanced AI and machine learning algorithms to extract relevant data fields from the digitized records. This extracted data is indexed to create a searchable database, enabling quick and easy retrieval of information. This process significantly improves the efficiency of managing records.

### Learnership and Internship Programs

As part of our commitment to community development and employment, we offer comprehensive learnership and internship programs aimed at providing training and employment opportunities for unemployed youth. These programs include both theoretical and practical training modules, covering technical skills in digital records management and essential soft skills such as teamwork and communication. Participants receive certifications upon completion, enhancing their employability in IT sectors.

### Turnkey Service

Our turnkey service offers a complete solution which includes the initial setup of scanning, designing optimized workflows, and equipment of necessary hardware and software. Our team handles the staffing and daily operations of these facilities, ensuring efficient and effective digitisation of records. Additionally, we provide ongoing support and maintenance to guarantee the continuous smooth functioning of the system.



## Key Differentiators

### Comprehensive End-to-End Service

Our program provides a complete, turnkey solution that handles every aspect of the digitisation process. From the initial setup and design to ongoing operation and support, we ensure a seamless transition to digital records management.

### Advanced Technology

We utilize cutting-edge technologies, including high-resolution scanners, OCR, AI, and machine learning, to ensure accurate and efficient data extraction and digitisation. Our use of Microsoft SharePoint for electronic records management guarantees secure and effective data handling.

### Learnership and Internship Programs

Our commitment to community development is demonstrated through our learnership and internship programs. These initiatives provide valuable training and employment opportunities for unemployed youth, equipping them with the skills needed for a successful career in digital records management and the broader IT sectors.

### Enhanced Accessibility and Efficiency

Digitising records significantly improves the accessibility and efficiency of data management. Instant access to records from any facility enhances coordination and continuity, leading to better outcomes and more efficient services.

### Security and Compliance

We prioritize data security and compliance with regulations. Our digital records are stored with advanced encryption and secure access controls, ensuring the confidentiality and integrity of information. Regular audits and compliance checks are conducted to maintain high standards of data protection.

## Conclusion

The Records Scanning Program is a transformative initiative designed to enhance the management of records. By transitioning from paper to digital records, we improve the efficiency, accessibility, and security of data. Our comprehensive turnkey service, combined with our commitment to community development through learnership and internship programs, sets us apart as a leader in digital records management. We invite stakeholders to support and collaborate with us in this important endeavour, ensuring better outcomes for all.



## Technology Platform

# Canon

### Canon High-volume Scanners and Scan2X scanning Software

- **Purpose:**  
Hardware and software for scanning paper records and performing data extraction and capturing.
- **Features:**  
Document libraries, metadata management, version control, access control, and collaboration tools.
- **Benefits:**  
Secure storage, compliance with regulatory standards, and robust document management capabilities.



### Microsoft SharePoint Syntex

- **Purpose:**  
Primary platform for storing, organizing, and managing digital records.
- **Features:**  
Document libraries, metadata management, version control, access control, and collaboration tools.
- **Benefits:**  
Secure storage, compliance with regulatory standards, and robust document management capabilities.



## Microsoft Azure

### Azure Blob Storage:

- **Purpose:**  
Scalable storage solution for raw and processed data before it is uploaded to SharePoint.
- **Features:**  
High availability, security, and cost-effective storage.
- **Benefits:**  
Handles large volumes of data with ease and integrates well with other Azure services.

### Azure Functions:

- **Purpose:**  
Serverless compute service for running small pieces of code (functions) that integrate systems and automate workflows.
- **Features:**  
Event-driven execution, scalability, and integration with various Azure services.
- **Benefits:**  
Automates data processing tasks and integrates with other services to streamline workflows.

### Azure API Management:

- **Purpose:**  
Publish, secure, transform, maintain, and monitor APIs.
- **Features:**  
API gateways, security, analytics, and developer portal.
- **Benefits:**  
Makes extracted data available through secure and manageable APIs.



## Microsoft Power Automate

- **Purpose:**  
Automate workflows between SharePoint, Azure services, and other applications.
- **Features:**  
Pre-built connectors, automation scripts, and integration with Microsoft 365.
- **Benefits:**  
Streamlines the process of moving data between systems and automating routine tasks.



## Microsoft Power BI

- **Purpose:**  
Business analytics tool to visualize and share insights from the extracted data.
- **Features:**  
Data visualization, reporting, and dashboard creation.
- **Benefits:**  
Provides valuable insights into the digitised records and data extraction processes.



## Microsoft Dataverse (formerly Common Data Service)

- **Purpose:**  
Centralized data repository for managing and storing structured data.
- **Features:**  
Data integration, management, and security.
- **Benefits:**  
Facilitates the integration of data from multiple sources and provides a single source of truth.



## Microsoft Graph API

- **Purpose:**  
Access Microsoft 365 data through a unified endpoint.
- **Features:**  
Retrieve, create, and manipulate data stored in SharePoint, OneDrive, and other Microsoft 365 services.
- **Benefits:**  
Simplifies accessing and interacting with data stored in Microsoft 365.



# Implementation Flow

## Data Ingestion and Storage

- Use cannon high-resolution scanners to digitize paper records.
- Use Scan2X software for image processing and data extraction.
- Release documents to SharePoint and data to Azure Dataverse.

## Data Management

- Use Azure Functions to automate data processing workflows.
- Upload final digitized records and extracted data to SharePoint Online.

## Data Accessibility and API Integration

- Use Microsoft Graph API to make data available and searchable.
- Manage APIs with Azure API Management to ensure security and scalability.

## Workflow Automation

- Automate data movement and process workflows using Microsoft Power Automate.

## Data Visualization and Insights

- Use Power BI to create dashboards and reports for data insights.





## Technology Components

**Canon**

Cannon  
High-volume  
Scanners



Microsoft  
SharePoint  
Syntex



Microsoft Power  
Automate



Azure Storage  
and API's



Microsoft  
Power BI



Microsoft  
Graph



Microsoft  
Dataverse

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