

InterPro Document Management

Inter-Optimis LLC., an InterPro Company

Fiche/Film Conversion Process

Microfiche, microfilm or aperture cards are received from the customer.

- Inter Optimis performs Quality Assurance to validate expected volumes and image quality.
- Inter Optimis performs the process to convert the data to TIFF images.
- Scanning can be performed at 200 to 600 DPI.
- Images can be cropped, deskewed, despeckled and enhanced.
- Images (frames) can be split into individual pages.
- In addition Inter Optimis may index the data using customer provided "CAR" files or on the basis of other agreed upon instructions. This may include manual indexing, second pass verification, insertion of additional indexes by using a match and load process from your mainframe data, or many other sophisticated processes that can be customized.
- The resulting indexed TIFF images may then be transferred to a format desired by the customer such as PDF or JPEG files, etc.
- If required, an OCR process can be performed to create processable or searchable text. (Requires the Fiche/Film to be excellent quality)
- Further Quality Assurance is performed to ensure data integrity and verify report and file sizes, counts, and index validity.
- A full backup is made that can be retained by Inter Optimis for safety and security.
- Finally the processed results are returned to the customer with the original media to be deployed for retrieval at the customer's site or set up and hosted by Inter Optimis on either an Internet or Intranet server.