

Scanning? How about IPSID...



Inventory, Prep, Scan, Index, and Deliver: the five steps to successful, secure, full service scanning...

There are five critical steps to full service scanning that you *must not* underestimate. The acronym **IPSID** says it all...

Step 1: Inventory



Know your inventory: what needs to be scanned and where is it located? Arrange to get

it transported to the scanning location, either in-house or to PowerFlow Solutions' high-tech scanning facility. (If you want to do it in-house, we can help smooth-out that process.)

Step 2: Prep



Unfortunately, all those staples and paperclips and binder clips have to be removed. Crumpled paper

needs to get ironed flat; ripped paper needs to get taped down.

Target sheets need to be inserted to separate major divisions and notations made for simplex or duplex scanning of single-sided and double-sided documents.

And, of course, everything needs to be kept in order.

Step 3: Scan



doing it for years.

You just need to keep track of what has been scanned, what has yet to be scanned, whether the double-sided sheets have been scanned both sides, and then inventory everything back into its proper place.

By this time, scanning the documents would seem easy.

It is, if you've been

Step 4: Index



Now it gets interesting: everything is digitized, but where does it go? PowerFlow puts the right digital image

into the right place at the right time with the right index notations.

Done.

Step 5: Deliver



Name your preference... the captured and digitized information is returned to you via FTP, CD, daily download,

PowerFlow Vault, portable hard drive, disk-key, email attachment, or any combination that fits *your* needs.