

## **Notes For Documentation Filing System**

Use Fujitsu Scan Snaps (Model IX-500) \$500.00, color high speed, duplexing

Tag documents with a cover sheet before scanning. Create a check box of filing categories to ensure that documents are scanned into the right folder.

File Title Nomenclature: Date original document was created, (Site Address), Date document was scanned.

Pre-set machine for OCR to .PDF format

Set up file structure on server

Back up to large capacity flash drives, 64 to 256 gigabyte capacity.

Back up scans every 4 hours or use portable hard drives. (Flash drives are faster.)

Arrange documents in final sort order to speed filing once scanned.

Use a program like Photo Gallery to organize photos, both pre-disaster and damage photos.

Use "Snip-it" (or Snag-it) tool to crop photo details.

Training with the system is required.

One person can scan 8 - 12 bankers boxes of documents per day .

.PDF photos take less space than .JPG files for photos.

Contact Sean Kabo @ 760-685-7477 in Carlsbad for more information and assistance in setting up the system. (\$200.00/ hour)

Large format documents (plans) are sent out for scanning.

As much as possible, print the file folder location (file path) on all paper forms to ensure accurate filing.

As much as possible load standard documents, i.e., insurance policies, labor MOU's, etc. in file structure before opening system for use.

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