



FILEforce Student Record Scanning Survey

This survey will allow us to provide you with a quotation to scan your student files each year and store them in our secure data warehouse. You need neither equipment nor software. As we are specialists in the CARE industries we have stringent employment controls checks on all staff. Confidentiality is guaranteed.

Files are generally scanned in BLACK and WHITE, double sided and the blank pages removed before storage. All documents need to be converted to A4, so the front cover if it contains information is first reduced to A4 by copying.

A HEADER sheet is placed at the beginning of each batch. Our capture software will read the printing on the header sheet and index the information automatically. We then verify that the OCR (Optical Character Recognition) has interpreted correctly.

Post it notes scan well. If they cover writing, we place them on the back of the page and it is picked up in the duplex scanning.

Individual pages are then merged into one large file with the total student record as a single TIFF file.

Large files, over 100 pages, are scanned in multiple parts (subject to the number of pages) to keep the file size under 2-3mb. This allows for faster downloading and easier viewing on your PC. Colour photographs of students require separate handling. Our program will convert to grayscale in normal processing.

QUESTION		YOUR ANSWER
	Name of School?	
	Who is responsible for the records? (To Whom should we return the quotation?)	
	Email Address	
	Phone Number	
QUANTITY		
1	How many students leave each year?	
2	Do you want to scan old files? (if yes go to 3, otherwise go to 6)	
3	How many old files do you have?	
3a	If in Archive Boxes – How Many?	
4	Where are they located? At the School, Off-site Storage, Recall, Grace, or Iron Mountain.	
5	What condition are they in?	
SIZE and CONSTRUCTION		
6	What is the average number of pages per file?	Small
		Medium
		Large
7	Is there information on the front, back	



QUESTION		YOUR ANSWER
	or inside cover? Does it need to be copied before scanning?	
8	Have you used plastic sleeves to contain documents?	
9	Are there A5 or smaller pieces of paper in the file? If YES what is the average per file?	
10	Have you used staples in the file?	
11	Does the file have a fastener? If Yes please describe. Three Piece Metal, Single Prong – top left hand corner, Plastic Tube Clip, or No Fastener	
DIVISIONS		
12	Do the files have divisions?	
12a	Do you want them scanned separately? (This will increase the cost)	
12c	Are there any Booklets in the file? Eg. Enrolment forms in A4 folded to make a booklet?	
12c	Are there any sample workbooks in the files? Do they have to be scanned?	
PREPARATION		
13	Do you wish to prepare the file yourself? This means taking out all the staples, copying small pieces of paper in the same way you would prepare the file to copy it in an automatic feeder.	
14	Do you wish to create your own Header Sheets? This is provided as a PDF Form and placed on the front of the file when delivered. For sample see Client Forms at www.filing.com.au	
15	Are there colour photos of the students that MUST be scanned with the file?	

Please return this survey to:-

Customer Care
Scanning Department
FILEforce International
Fax to 1300 305 395

A quotation will be sent back to you within a few days?