

FILE DIGITIZATION

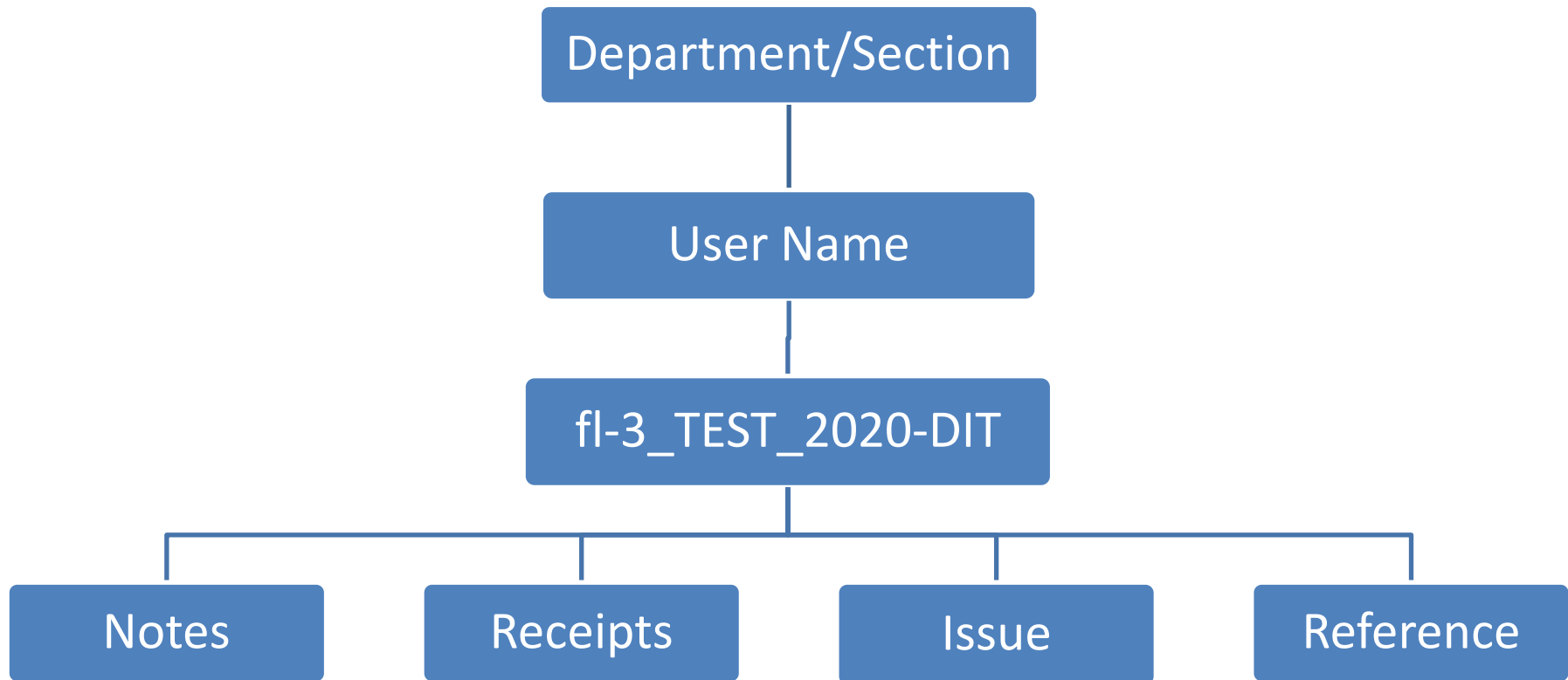
1. Scanning (Line Department)
2. Uploading (IT Department)
3. Migration (Line Department)

SCANNING

- Maximum file size : 20 MB
- Resolution: 200 dpi in Grey scale

SCANNING

Folder Structure



SCANNING

Folder Naming Convention

- Start with **fl-**
- Replace “/” by “_”
- Physical File No.: **3/TEST/2020-DIT**
- Folder Name: **fl-3_TEST_2020-DIT**