

# The Ohio State University

## Manual Entry of 2.5 Million Images a Month

The Ohio State University (OSU) had implemented a document imaging platform. Unfortunately, the only way to enter images into the system was to manually enter the images. The University hired students to enter approximately 2.5 million images per month. Large volumes of documents, coupled with part-time employees, presented quality control problems and poor document conversion turnaround time for the various departments within the universities' main and branch campuses.



To solve this problem, OSU extensively researched imaging companies in Ohio and surrounding states. 3SG was chosen for its back-file conversion expertise, high volume capabilities, indexing and capture accuracy, document security, and extensive client experience.

## Imaged 5 Million Documents with 100% Indexing Accuracy

3SG imaged approximately 5 million documents. All documents were hand-fed with an indexing accuracy of 100% and a 0% lost document rate.

3SG also established *imaging workflow standards* for all University departments. Standard imaging workflow ensures that all imaged document are compatible with the University's departmental retrieval requirements.

## Met Time and Security Requirements for Each Department

- **Registrar** – All OSU student records, including social security numbers, with more than 2 million images completed in 6 weeks.
- **Treasurer** – OSU financial records, promissory notes, student loan applications for 2.5 million images completed in 2 months.
- **Print Services** – physical records including invoices, POs, sample and correspondence with files turned around within 2 weeks of receiving them.
- **Medical Center – Development** – Client files imaged for archive. Volume in excess of 3 million and turnaround time in less than 2 months.



The OSU departments now fully use their imaging system, have no lost files and they save money and time with a **90% decrease in retrieval time**. The fully-utilized document imaging conversion system helps ensure document disaster recovery and business continuity.

