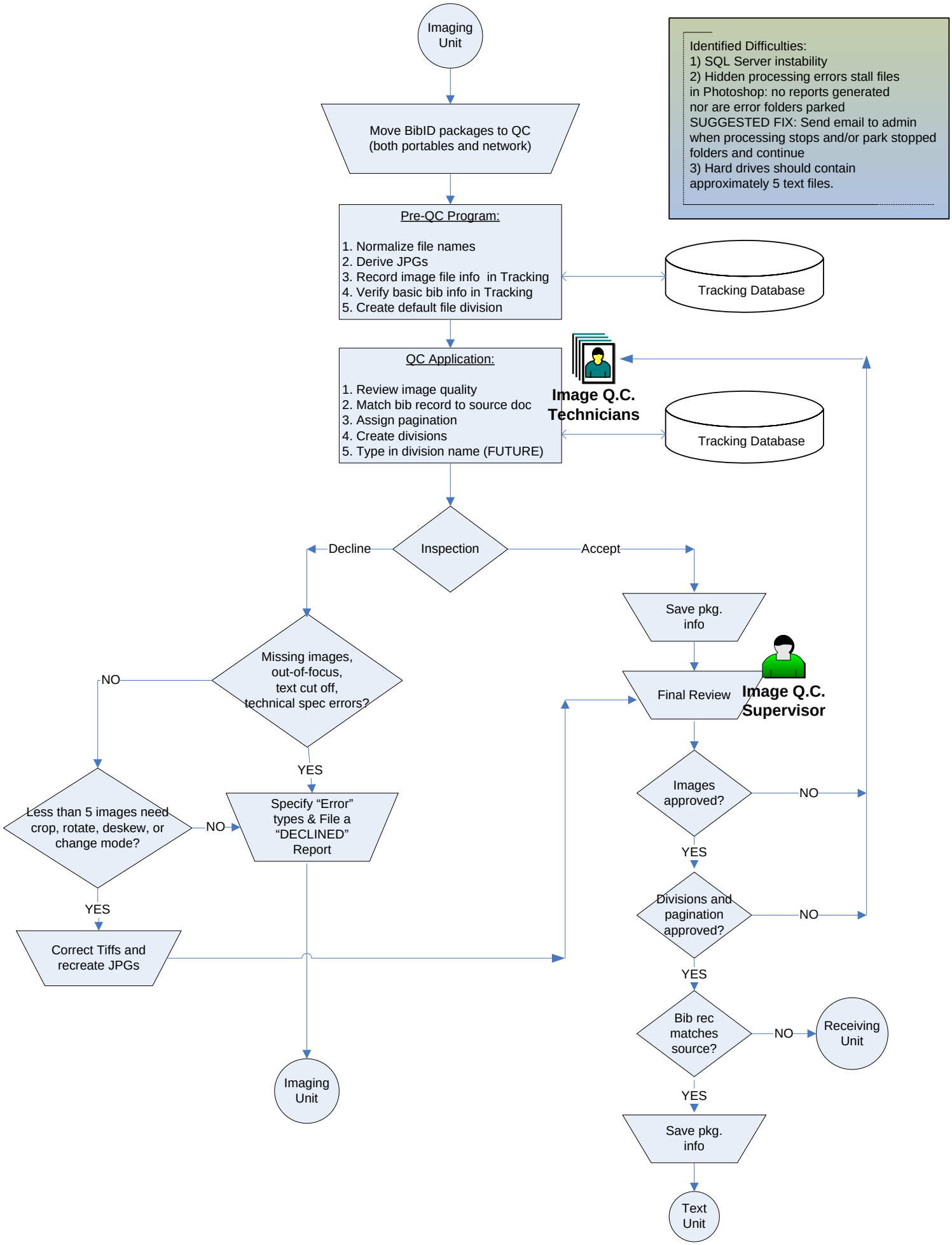
Imaging Unit
Move BibID packages to QC (both portables and network)
Pre-QC Program:
1. Normalize file names
2. Derive JPGs
3. Record image file info in Tracking
4. Verify basic bib info in Tracking
5. Create default file division
Tracking Database
Identified Difficulties:
1) SQL Server instability
2) Hidden processing errors stall files in Photoshop: no reports generated nor are error folders parked
SUGGESTED FIX: Send email to admin when processing stops and/or park stopped folders and continue
3) Hard drives should contain approximately 5 text files.
QC Application:
1. Review image quality
2. Match bib record to source doc
3. Assign pagination
4. Create divisions
5. Type in division name (FUTURE)
Image Q.C. Technicians
Tracking Database
Inspection
Decline
Accept
Save pkg. info
Missing images, out-of-focus, text cut off, technical spec errors?
NO
YES
Less than 5 images need crop, rotate, deskew, or change mode?
NO
YES
Specify "Error" types & File a "DECLINED" Report
Correct Tiffs and recreate JPGs
Imaging Unit
Final Review
Image Q.C. Supervisor
Images approved?
NO
YES
Divisions and pagination approved?
NO
YES
Bib rec matches source?
NO
Receiving Unit
YES
Save pkg. info
Text Unit