

Increasing data availability and accessibility by homogenizing and scanning disparate data structures for a large Oil & Gas company

Situation



With the cost of scanning bulk legacy files out of reach, IHS Markit worked with the client to build a “in-process” solution to reduce the paper and delivery cost for these offsite files. This was seen to be a first step in building a customer centric internal scanning solution utilizing IHS Markit’s Data Logic Services (DLS) expertise. Data arrive from many files rooms and a variety of assets teams with their own folder structure. The solution would standardize, clean and restructure both from a physical and digital perspective.

For more information visit
www.ihsmarkit.com/dls

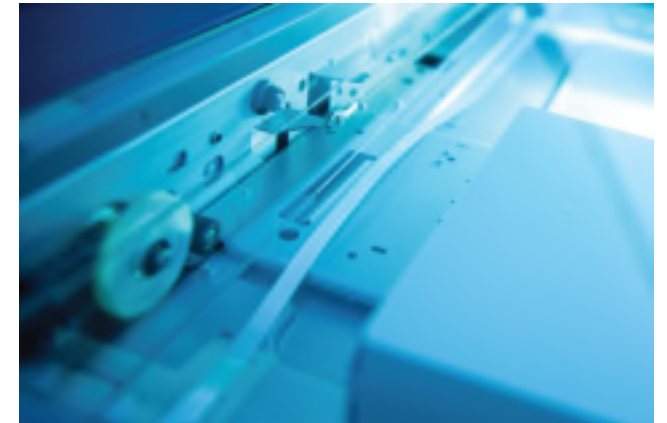
Action



DLS Team Members:

- Recommended scanners that would work for the specific data being scanned
- Developed processes & developed standard operating procedures and documentation
- Trained the staff on the scanner and processes
- Took action with new standard folder label to indicate which files had gone through the new process

Result



Clean, consistent, correct, current, and complete files available online for the entire organization regardless of physical location. Reduced hundreds of hours spent locating, researching, waiting, and transporting files and data.