

## Case Study: Sufi Ruhaniat International

### Broad Project Needs and Objectives

- Stage I - Converting original paper documents to fully-searchable pdf files.
- Stage II - Analog voice/video records to be potentially digitized.
- Stage III – Data Mining and Indexing to catalog digital files for quicker access and distribution
- Stage IV – Implement a Document Management solution

*Phased approach allows client to mitigate costs and risk.*

### Challenges

- Source documents are extremely fragile and irreplaceable. Most are several decades old.
- SRI exposed to risk of misplacing/losing important paper and analog voice/video.
- Knowledge dissemination restricted as all records stored centrally, with members worldwide.
- Archive integrity extremely critical.
- Output to be fully searchable while retaining “look and feel” of source documents.
- Multi-language and multi-script source documents.
- Documents comprised of letters, memos, drawings, voice and video recordings, etc.
- Several documents are handwritten. Others are notated.
- Non-standard document sizes. Multi-color backgrounds and foregrounds.
- Multi-media formats

*Fragile documents require special handling skills and care.*

*Various sizes, formats, and media types!*

### The Axiom Solution

- Provide end-to-end solution.
- Document sensitivity fully understood and appreciated.
- Output fully conforms to all project objectives.
- Accuracy levels exceed expectations.
- Easy document pickup/delivery options.
- Electronic delivery of data using secure ftp protocols.
- 24/7/365 access to both management and production staff.
- No learning curve. Accurate deliveries from Day 1.
- Pro-active customer service.

*Met full project objectives and exceeded expectations.*

*Around the clock customer service and continual progress updates.*

### Other

- Pre-sale collaborative exercise established processes, standards and file formats
- No-obligation pilot project prior to contract award
- Axiom’s expertise in Information Management provided various options to SRI. SRI was able to choose the approach that was best aligned with project objectives.
- Several vendors considered. Only Axiom took time to understand project objectives and customized process to maintain document integrity and handling of ageing documents.
- Most cost-effective choice available to SRI.
- Archive list continually updated during the project
- Easy access to Axiom’s management team for answers to regular queries as well as to consult on options available to SRI on other challenges
- SRI is strongly considering Axiom for additional value-added services including implementing a hosted Document Management solution.

*Most cost-effective choice available to the client.*

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