



طلال أبو غزالة وشركاه للاستشارات
Talal Abu-Ghazaleh & Co. Consulting

TAG Archiving





ABOUT US

Talal Abu-Ghazaleh Archiving (TAG-Archiving) is a member of Talal Abu-Ghazaleh Organization (TAG-Org), the global organization for professional services and education, operating out of its 85 offices around the world.

TAG-Archiving complements the range of services offered through Talal Abu-Ghazaleh Information Technology International (TAGITI), the ICT consultancy arm of TAG-Org, to bring the best of this ever-challenging sector into practical business solutions. This enables organizations to reduce their stored paper archives and become more efficient.



MISSION

TAG–Archiving’s mission is focused around providing professional archiving services for organizations around the globe. We have a dedicated, highly experienced archiving team with the latest scanning technology that can assist organizations and departments in many ways such as:

- Saving and reducing the storage space by digitally scanning and storing paper based documents.
- Reducing the cost of storing archived documents.
- Being able to search, index, track and retrieve archived documents easier and faster.
- Providing document disaster recovery in a simple and easy manner.
- Ensuring better security over digitized documents by granting and revoking different levels of permissions and access to different employees.
- Facilitating the easy exchange of documentation between employees and external entities.



OUR SERVICES

TAG-Archiving provides a number of archiving services for organizations which include the following:

- 1. Document Scanning Services –**
TAG-Archiving can provide simple scanning of an organization paper documents and delivering final digitized versions to the end customer.
- 2. Document Management Outsourcing Services –**
TAG-Archiving can provide end to end document scanning and archiving services from document collection through to final delivery of digitized documents to the end customer, as well as the implementation of a document management system if needed.
- 3. Document Management Consulting Services –**
TAG-Archiving can provide our expertise to organizations that are engaged in looking for a document management solution by providing archiving RFP preparation and associated vendor selection activities.

OUR METHODOLOGY

After defining an organization's requirements for archiving through an initial assessment phase, TAG-Archiving will begin to convert files into digital assets. Quality is of paramount importance in the work we undertake. This is done by:

- Ensuring that documents are scanned using the highest quality and resolution.
- Confirming that the number of scanned documents is the same as the original ones.
- Working step by step with the customer to ensure that a customized service is being delivered.
- TAG-Archiving's services are delivered using the following methodology:



1. COLLECTION

All the documents (Book Invoice, Human Resources, Medical Records or Student Records) are collected and safely delivered to the scanning team.

2. DOCUMENT PREPARATION

The preparation team focuses on general project requirements such as:

- Performing an inventory process to register and label all the documents to quickly retrieve any document or material the organization may need.
- Staples, folders, clips and binds are then removed from all the documents to ensure the scanning process is high quality with no errors or misunderstandings.
- Documents are repaired if needed.
- Ensuring the correct page orientation for each document.

3. SCANNING

The scanning team focuses on general project requirements to ensure the best possible image capture and all the imaging requirements are met with no variation in this process such as:

- Image settings
- File format
- Page size
- Paper thickness
- Color images
- Double-sided pages

After all the documents are scanned in the desired formats regarding the previous factors, the files are converted into the required file format and processed utilizing the required image enhancement filters to store them on storage media. This is done using the latest in scanning technology.





4. INDEXING

The digitized documents are indexed for easy future reference. This is done in conjunction with the customer in order to ensure that digital documents are easily retrievable in a manner that makes sense to the organization.

5. RETURN

Once completed, the digital files are provided to the customer and the paper documents are either returned or destroyed upon request.

ARCHIVING SOLUTION

TAG-Archiving can also provide organizations with an in-house developed archiving solution it has developed. This is a fully integrated system that satisfies best practice archiving standards.

Our archiving system doesn't require to be installed on every workstation. The system is installed on a central server accessible using a normal browser from any PC connected to the internal network. To enter into the system you need only to authenticate yourself.

The system includes:

1. Document Searching

- Document Management
- Full-text Indexing
- Metadata & Templates
- Bookmarking
- Multi-Language Support

2. Document Import and Synchronization

- Import from ZIP archives.

3. Collaboration

- Document Searching
- Bookmarking
- Email
- Notifications



4. Administrative

- Security, Users, Groups.
- Statistics panel.

TAG-Archiving provides complete implementation and support services for this product.

Why TAG-Archiving?

- Excellence in execution and service delivery by applying the right sequence of everything from scanning to document destruction or returning back.
- Providing the most effective services to create a paperless environment for your business.
- Having high-speed scanning technology coupled with the employment of efficient and professional staff and Best Practice Outsourcing Services that ensures that your documents are returned on time.
- Ensuring strict privacy policies that ensures document are dealt with securely throughout the archiving process.
- Providing the organization with the highest image quality and coded data.
- Enabling quick search and retrieval of files.
- Creating extra services to meet the unique requirements of each project.
- Ensuring consistency and high quality.



TAG-ORG SERVICES

- 1. Talal Abu-Ghazaleh & Co. International (TAG-Audit)**
Audit and Accounting Services
- 2. Talal Abu-Ghazaleh & Co. Consulting (TAG-Consult)**
Management, Economic, and Financial Consulting Services
- 3. Talal Abu-Ghazaleh Valuation (TAG-Value)**
Asset Valuation and Branding Services
- 4. Talal Abu-Ghazaleh Domains (TAG-Domains)**
ICANN Accredited Registrar
- 5. Talal Abu-Ghazaleh Information Technology International (TAG-ITI)**
Consultation, Development and Implementation in the Field of Information and Communication Technology (ICT)
- 6. Talal Abu-Ghazaleh E-Solutions (TAG E-Solutions)**
Software Solutions
- 7. Talal Abu-Ghazaleh Intellectual Property (AGIP)**
Registration and Protection of Intellectual Property Rights
- 8. Talal Abu-Ghazaleh Legal (TAG-Legal)**
Legal Services
- 9. Talal Abu-Ghazaleh International Advertising (TAG-Media)**
Media Consultants
- 10. Talal Abu-Ghazaleh International Press & Publishing (TAG-Publish)**
Services and Consultations in the Field of Printing and Publishing
- 11. Talal Abu-Ghazaleh Recruitment & Human Resources Development (TAG-Recruit)**
Human Resources and Recruitment Services
- 12. Talal Abu-Ghazaleh Advisory (TAG-Advisors)**
Management Advisory Services, Technology Transfer Project

13. **Talal Abu-Ghazaleh Tenders (TAG-Tenders)**
Tenders and Bids
14. **Talal Abu-Ghazaleh Translation Distribution & Publishing (TAG-Translate)**
Professional Interpretation and Translation Services
15. **Talal Abu-Ghazaleh Visa Services - Chinese Visa Section (TAG-Visa)**
Chinese Visa Services
16. **Talal Abu-Ghazaleh International University (TAGI-UNI)**
Highly Accredited Online Academic and Professional Programs
17. **Talal Abu-Ghazaleh Digital University (TAG-DU)**
Providing Digital Educational Programs
18. **Talal Abu-Ghazaleh Graduate School of Business (TAG-SB)**
Master of Business Administration Programs
19. **Talal Abu-Ghazaleh University College of Business-Bahrain (TAG-UCB)**
Bachelor Degrees in Business Administration
20. **Talal Abu-Ghazaleh Educational Consulting (TAG-Education)**
Academic consulting and counselling in the field of higher education
21. **Talal Abu-Ghazaleh Confucius Institute (TAG-Confucius)**
Teaching Chinese Language
22. **Talal Abu-Ghazaleh Cambridge IT Skills Centre (AGCA-ITC)**
Providers of Accredited IT Training and Certification Services
23. **Talal Abu-Ghazaleh Academy (TAG-Academy)**
Organizing, Holding and Sponsoring Training Courses, Workshops and Seminars
24. **Talal Abu-Ghazaleh Knowledge Society (TAG-KS)**
It is the CSR arm of TAG-Org which, helps the youth enter labor market through offering them training courses and linking them with job seekers
25. **Talal Abu-Ghazaleh Knowledge Forum (TAGKF)**
Event Organizing Services
26. **Electronic Arabic Encyclopedia Registration Website (TAGEPEDIA)**
Enriching the online world with Arabic content
27. **Talal Abu-Ghazaleh Laptop (TAGITOP)**
Affordable state-of-the-art Laptops
28. **International Arab Society of Certified Accountants (IASCA)**
Professional Certificates (IACPA, IACMA and IFRS Expert), Membership, Training Courses, and Professional Publications
29. **Arab Society for Intellectual Property (ASIP)**
Training and Raising Awareness in Legal and Intellectual Property Fields
30. **Licensing Executives Society - Arab Countries (LES-AC)**
Advancing the Business of Intellectual Property Globally
31. **The Arab International Society for Management Technology (AIMICT)**
Capacity building and advanced IT training
32. **Arab Center for Mediation and Arbitration (AIPMAS)**
Conflict settlement related to Intellectual Property
33. **Arab Organization for Quality Assurance in Education (AROQA)**
Quality of Education
34. **Arab States Research and Education Networks (ASREN)**
High Speed Research and Education Networks and e-Infrastructure Services
35. **Talal Abu-Ghazaleh for Cloud Computing Services (TAG-Cloud)**
Cloud Computing Consulting Services (CCCS)
36. **Family Business Governance Center (FBGC)**
Family business and governance

37. **Arab Omani Management Training Institute (AOTI-Oman)**
Organize, hold and sponsor training courses, workshops and seminars
38. **Abu-Ghazaleh Intellectual Property News Agency (AG-IP News)**
Providing media services in the field of intellectual property
39. **All 4 Palestine Organization (All4Palestine)**
Providers of Prominent Palestinian Profiles
40. **Economic Policy Development Forum (EPDForum)**
Economic research and studies
41. **Talal Abu-Ghazaleh Information Technology International News Agency (TAG-IT News)**
Media Services in the Field of Information Technology
42. **TAG-knowledge and Wealth Creation (TAG-Creation)**
Business Advisory and Wealth Creation
43. **Talal Abu-Ghazaleh Training-Bahrain (TAGI-Training Bh.)**
Training Services
44. **Talal Abu-Ghazaleh Education News Agency (TAG-Educa News)**
Media services in the field of education
45. **Arab Center For Dispute Resolution (ACDR)**
Domain Name Dispute Resolution
46. **Talal Abu-Ghazaleh Proctored Testing Centers (TAGI-Metric)**
Third Party Proctored Examinations and Assessments.
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Financial consultations
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Refurbishing and developing computers
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Design of printing consultations
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Business Education Researches
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Languages Training and educational courses
54. **Talal Abu-Ghazaleh Internal Audit (TAG-Audit)**
Internal Audit Services
55. **Jordanian National Orchestra Association (JOrchestra)**
Concerts and Musical Events
56. **Talal Abu-Ghazaleh Foundation (TAG-Foundation)**
Initiatives in areas of social development, economy, training and job creation, and thought and research forums
57. **TAG-International Institute for Social Responsibility (TAG-IISR)**
Social development, economic, and training initiatives
58. **Talal Abu-Ghazaleh Partners in Development (TAG-PID)**
Initiatives and forums Development
59. **Talal Abu-Ghazaleh Patents (TAG-Patents)**
Patents services
60. **Talal Abu-Ghazaleh Organization (TAG-Org)**
The Global Organization for professional services and education
61. **Leaders Outlook Magazine (Leadersoutlook)**
Online Magazine for Students
62. **Talal Abu Ghazaleh International Certificate in Information Technology (TAGICIT)**
Providers of Accredited IT Training and Certification Services
63. **ICTDAR – Talal Abu Ghazaleh for Small and Medium Enterprises (ICTDAR-TAG SME)**
Provide training to small and medium businesses and entrepreneurs to build sustainable practices and enable them to access finance

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