

STANDARD OPERATING PROCEDURE **for starting the work of WAMSI Project**

1. An exclusive PC should be reserved for “Wakf Estate & Wakf Properties Archived Documents Management System” (WAMSI-DMS) and nobody should use this PC other than for searching/retrieving of the Digitized Documents using WAMSI-DMS.
2. “Bulk Data Updation Utility” (BDU) to be installed on rest of the PCs (i.e., 4 Nos.) for WAMSI-DMS.
3. Technical Manpower deployed at Central Computing Facility (CCF) should immediately start “**Digitizing**” the documents as well as make entries in “**Registration Module**” with completed & verified **Physical Metadata Folders** (Waqf Properties Ownership establishing Documents along with completely filled-up Metadata Sheet, Waqf Estate-wise) **in order to reflect progress** of SWB **on WAMSI Project**, without waiting to complete 100% folders.
4. Start scanning the documents (as per the “Good Practices for Scanning Work” issued by NIC) of the completed & verified Physical Metadata Folders. The scanned documents should be stored in separate folders Wakf IDs wise at the designated Network Drive Folder (outside OS partition of that PC).
5. Scanned Documents as mentioned at Step 4 above, should be further worked on, for:
 - (a) Multi-page PDF creation for each Type of Document having more than one page.
 - (b) Putting Watermark of AP State Wakf Board Logo in the middle of every page.
 - (c) Optimizing the size of scanned documents.
 - (d) Highlighting the respective Waqf and/or Waqf Properties details in the Gazette Notification using PDF editing tools, wherever necessary.

* Please refer “Good Practices for Scanning Work” issued by NIC.
6. Rename the fine-tuned PDF files (after Step 5 above) as per defined **File Naming Convention** in “Good Practices for Pre-Digitization Work” issued by NIC.
7. Assign the work of entering the data in BDU Utility with associated fine-tuned PDF files at Step 6 in Batches (say from one Waqf_ID to another Waqf_ID in block), among team members of CCF.
8. Outputs generated by BDU called “Dublin Core Structures” (DCS) or simply BDU Folders (named by Wakf_ID) must be collated Date-wise at another designated Network Drive Folder (outside OS partition of that PC such as in D drive). Moreover, DVDs may be cut, out of these DCS for posterity purposes and to be kept under key & lock.
9. Date-wise import the DCS as mentioned in Step 8 above into **WAMSI-DMS** System and also make an entry in Physical Register for tracking the progress (i.e., How many have been imported, on What date/Time into WAMSI-DMS, by whom, under signatures).
10. Similarly, completed & verified Metadata Physical Folders may be used for making data entry into the **WAMSI On-line Registration Module** in Batches among team members of IT Department with an entry in Physical Register for tracking progress on this front too.

(This activity i.e., WAMSI On-line Registration Module Data Entry, may be taken-up in parallel with Scanning - Fine Tuning – BDU – DCS – DMS activity).