

Kadamba Technologies

# PDF and JPG Restrictions

Presented to : Matrix Business Services India Pvt. Ltd., Chennai

JANUARY 9, 2014

## Table of Contents

REVISION HISTORY .....	2
OVERVIEW .....	3
PROVIDED DOCS - RESTRICT FILE TYPE AND SIZE .....	3

## REVISION HISTORY

Version	Date	Revision comments

## OVERVIEW

Matrix wants to restrict PDF and JPG file types for all users except client and candidate. The uploaded files should intend to fit into final generated report.

## PROVIDED DOCS - RESTRICT FILE TYPE AND SIZE

- For PDF files, each file should not be greater than 5 MB and page dimension should not be greater than 8.3 x 11.7 in (A4)
- For JPG files, each file should not be greater than 250 KB and image dimension should not be greater than 1200 x 1600 pixels
- The above file restrictions are applicable for both provided and verified documents.
- The restrictions should be applicable for Matrix users only, there should not be any restriction required for client and candidate users. *(Note: For Genpact flow, the file restriction required at the Initiator stage)*
- The restrictions require in following places:
  - Case Registration by Matrix users
  - Data entry
  - Initial QC
  - Verification
  - Final QC
  - Insuff Clear
  - YTR Clear
  - Additional Documents
  - Re-initiate Documents
- PDF documents uploaded by client or candidate which do not conform to the above restriction will have to be corrected at the first point of entry into the Matex system, typically Data Entry or IQC. In other words, it will be mandatory for Data Entry or IQC, as the case may be, to modify those provided PDF documents that do not conform to these restrictions before submitting them to the next stage of workflow
- Other changes in PDF - Images in PDF have to appear in the same size in output report as well. In other words, the PDF file will get converted by cutting 1" inch on all four sides and same should appear in final generated report