



DIGITIZATION OF RECORDS

BY
CRYSTAL INFOSYSTEMS AND SERVICES
BANGALORE

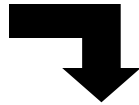
APPROACH AND METHODOLOGY



DIGITIZATION PROCESS



STEP 1
DOCUMENT
PREPARATION



STEP 2
DOCUMENT
CAPTURING



STEP 3
DOCUMENT
INDEXING



STEP 4
QUALITY
CONTROL



STEP 5
SEARCHING
RETRIEVING
OUTPUT

PROCESS

- Document Preparation
(Vacuuming, Cleaning, Pin/stapler removal, Repairing, Gumming/Taping etc.)
- Scanning
(Conversion of Documents into searchable PDF-PDF/A format)
- Digitization
- Metadata/Indexing (Capture of 12 fields of data)
- Image Enhancement
- Uploading to DDMS Software
- Search and Retrieving thru DDMS Software
- Reports



INFRASTRUCTURE FOR INSCRIPTION SCANNING

Type of Scanners

Book scanner (Face up scanner) & wide format scanner , German make



STEP 1 – DOCUMENT PREPARATION

- Utmost care taken in **Manually Repairing** the documents and **loose papers** by taking out the clips and pins, sticking the torn pages and **composing it ready for scan.**
- Time consuming but one of the **most Important Step** in the process of Digital Imaging.
- **Poor document preparation** will lead to **Poor Document Management.**



STEP 2 – DOCUMENT CAPTURING/SCANNING



It is a **Process of converting a paper document into an electronic image.**

Document Scanning involves the following steps-

- **Scanning** – Documents are scanned depending on the type of the document. We have a range of best scanners available in the market which give the best output.
- **Document Imaging** - Documents are saved in formats like TIF, JPEG, PDF, GIF format.
- **Recognition** - Recognizing the document is important for retrieval. We employ OCR, Zonal, Full text ICR, OMR, and Barcodes for recognizing documents.
- **Forms Processing** - The data is captured from the form according to the business requirements. This data can be entered seamlessly into the appropriate database and can be linked to other enterprise applications such as ERP to facilitate business processes.



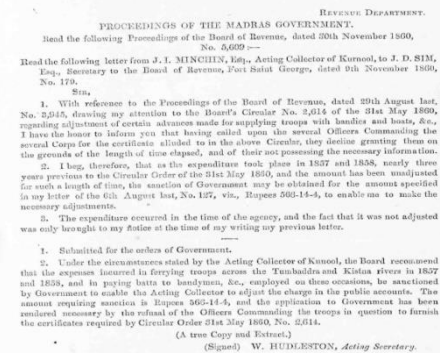
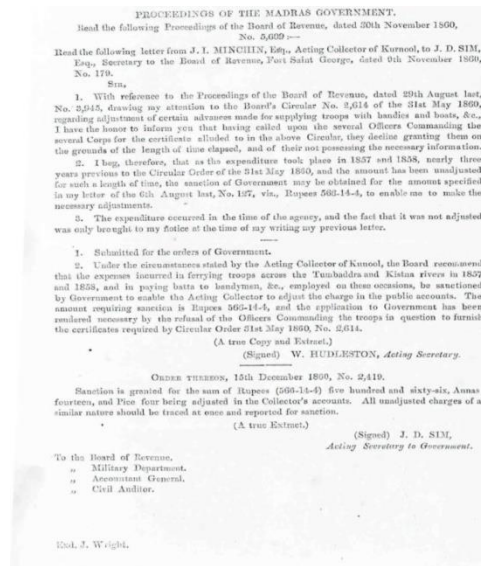
STEP 3 – DOCUMENT INDEXING

- o Document Indexing is the **Process of Associating or Tagging** documents with different “search” terms or “**key words**”.
- o If the document is a text document, indexing is done in a way that one can search the document by giving a key word.
- o **Key words can be specified** as per the search requirement.



STEP 4 – QUALITY CONTROL

- o **Quality Control** focuses on **Image Enhancement** to increase the quality of the scanned documents like deskew, despeckle, crop, rotate, and/or blank page and double feed detection
- o **The values and spellings** are verified from the metadata created.



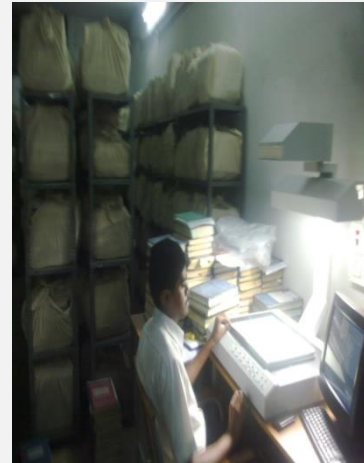
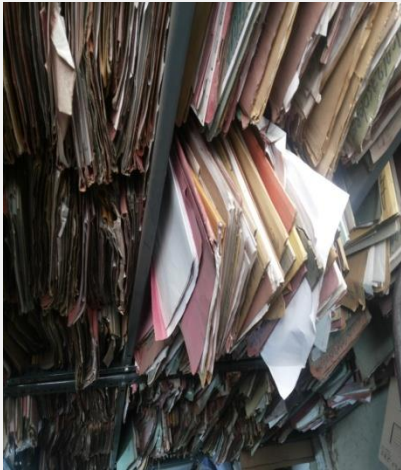
STEP 5 – SEARCHING AND RETRIEVING OUTPUT

- Systematically tagging and storing all the documents scanned
- Documents are filed and managed for immediate retrieval.



SOME OF OUR PROJECTS

DOCUMENT PREPARATION



SCANNING PROCESS



BACK- END PROCESS



MISSION POSSIBLE !!!



RECORD ROOM AT PROJECT PLACE

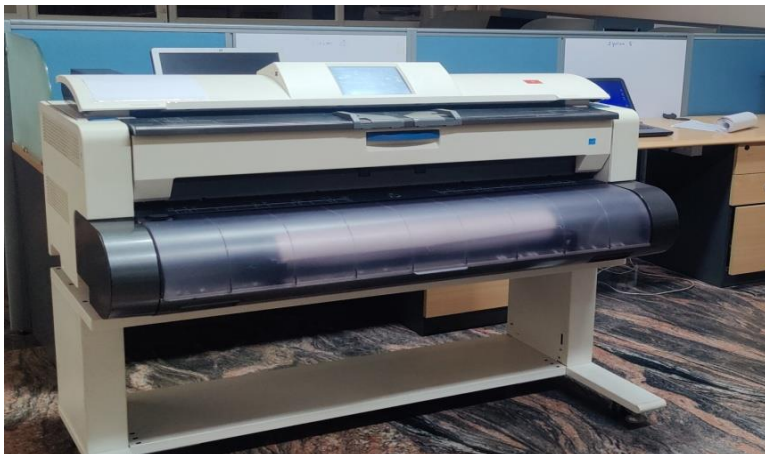
Pictures Before the Project Started



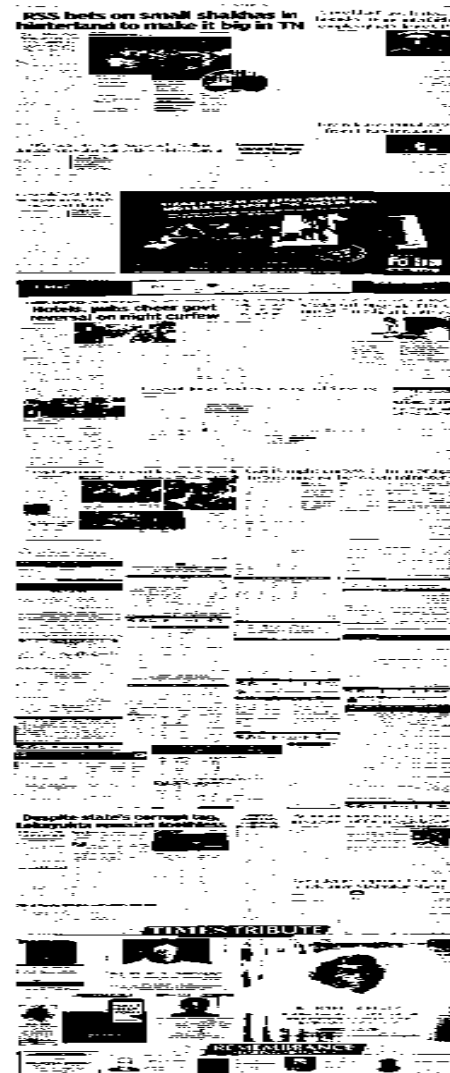
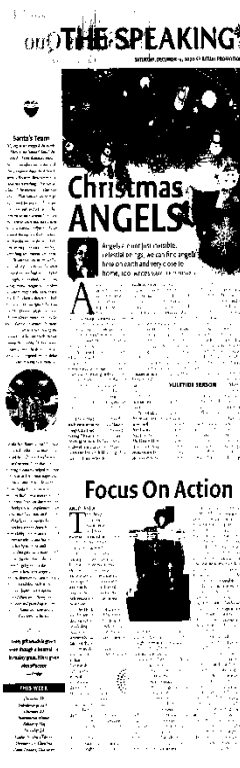
Pictures After the Project



LARGE DOCUMENT SCANNER



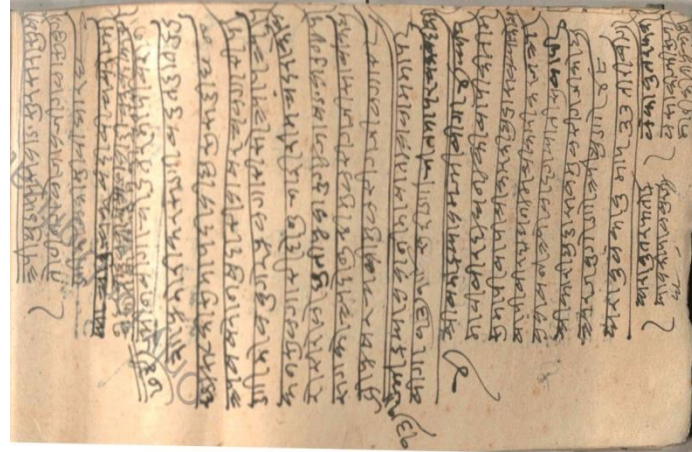
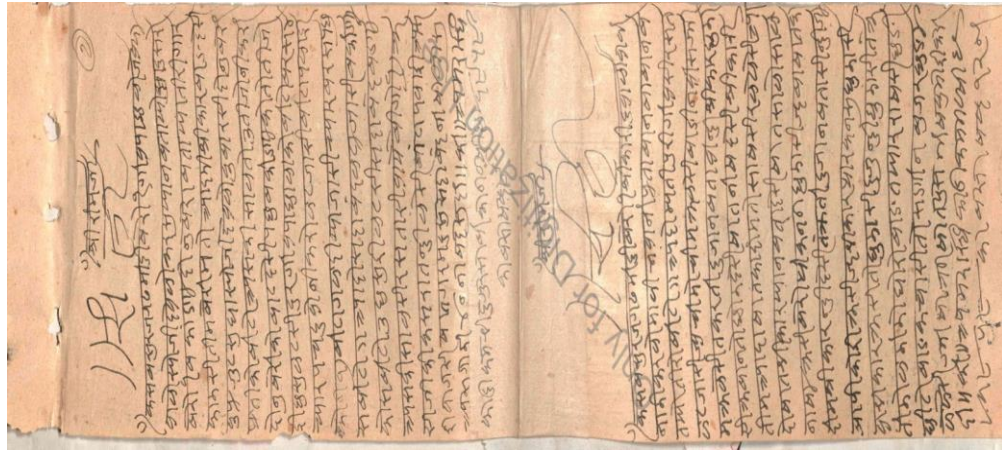
SCANNED IMAGES IN VARIOUS SIZES



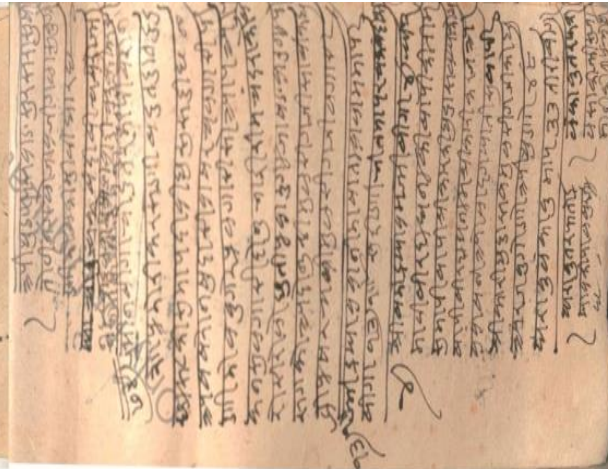
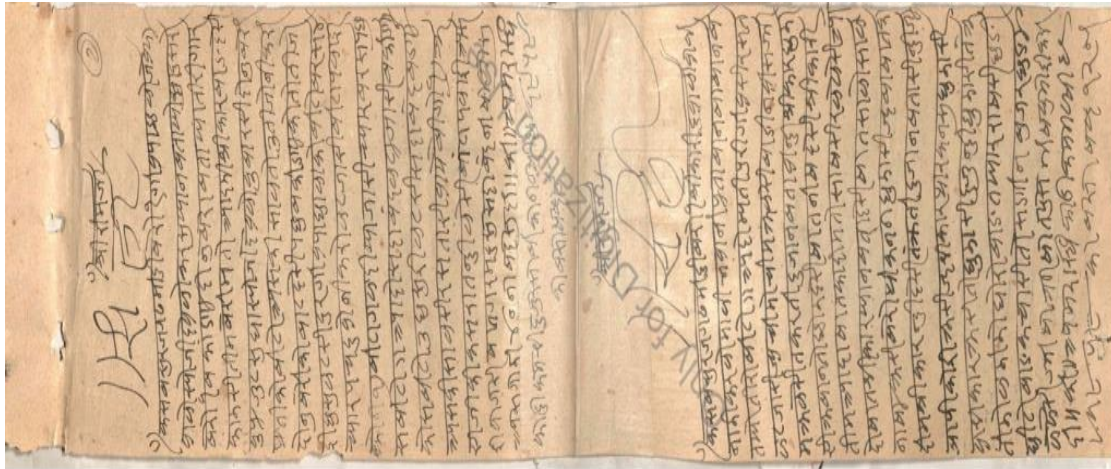
1FT BY 70 FT

STITCHED PICTURES

BEFORE




AFTER



LOGIN SCREEN

Browser window showing the login page for the Documents Digitization & Management System.


Address bar: 218.248.45.162/DMSCrystal/Default.aspx

| | |
|---|---|
|  | Documents Digitization & Management System |
| Username | <input type="text"/> |
| Password | <input type="password"/> |
| <input type="button" value="Login"/> | <input type="button" value="Forgot Password"/> |
| <small>DMS Developed by CRYSTAL INFO SYSTEMS AND SERVICES PVT LTD. Copyright © 2015, All rights reserved.</small> | |

SEARCH SCREEN

Google Search x


218.248.45.162/DMSCrystal/Googlesearch.aspx

 Documents Digitization & Management System

Application Administrator Meta Data Capture Documents Search Engine Reports [Logout](#)

Search Documents

Zone: Head Office Department: Engineering Division Name: TVCC

BANK CHALLANS x And 

Edit / Modify View Print Send Email Export Excel Delete

| | file_name | Zone | Department Name | File No. | Beneficiary/Company/Contrator Name | Subject | Category of the File | Opening Date (DD-MM-YYYY) | Closing Date (DD-MM-YYYY) | Number of Notes Sheets | Number of No File Sheet with Documents | Important Book Marks | Type of Files |
|--------------------------|-------------------|-------------|-----------------|---------------|------------------------------------|---------------|----------------------|---------------------------|---------------------------|------------------------|--|----------------------|-------------------|
| <input type="checkbox"/> | BANK CHALLANS.pdf | HEAD OFFICE | TVCC-HO | BANK CHALLANS | | BANK CHALLANS | B | | | 0 | 26 | | ENGINEERING WORKS |

DOCUMENT VIEW

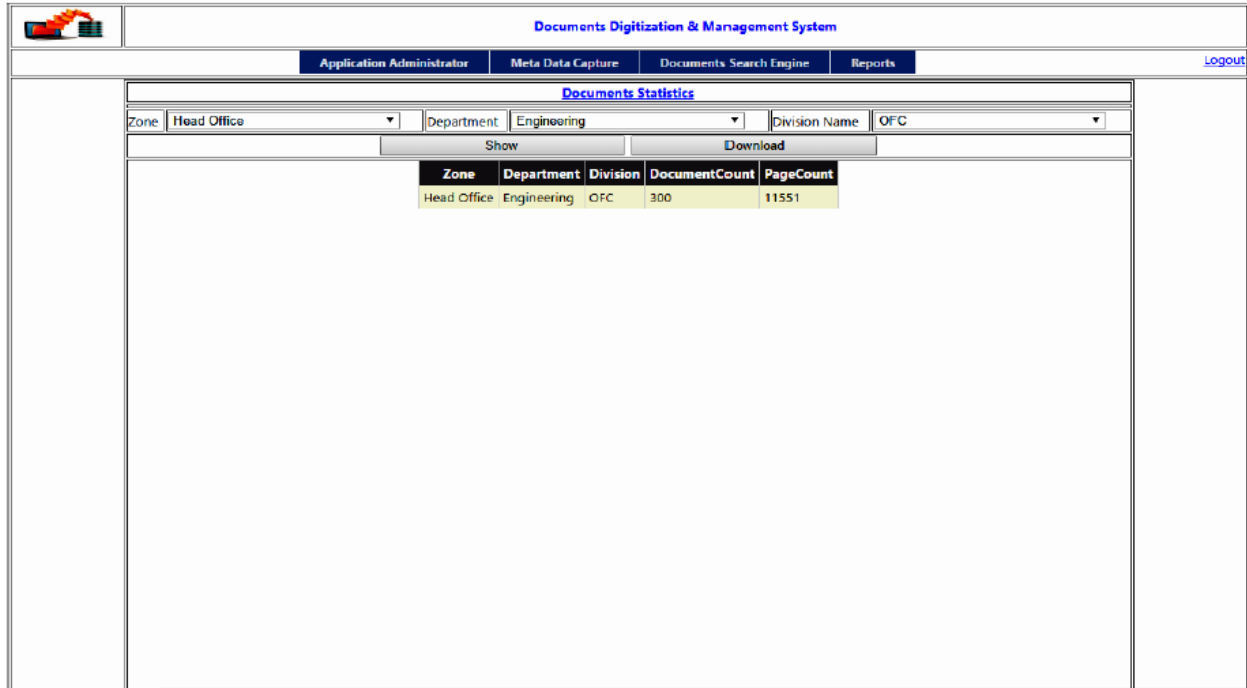
Viewer

| SIno. | Description |
|-------|--------------------|
| 1 | BANK CHALLANS (26) |

(This is a system generated challan generated on 15/07/2014 20:09, the particulars shown in this challan are populated from the Electronics Challan Return (ECR) uploaded by the establishment for the specified month and year. Remittance can be made through a local Cheque/DD in any designated branch of SBI)

| Bank Copy | | Depositors Copy | |
|---|--|---|--|
| Employees' State Insurance Corporation State Bank of India | | Employees' State Insurance Corporation State Bank of India | |
| (CHALLAN CAN BE SUBMITTED AT ANY SBI BRANCH) | USE CBS SCREEN NO. 8888 Fee Type 56 | (CHALLAN CAN BE SUBMITTED AT ANY SBI BRANCH) | USE CBS SCREEN NO. 8888 Fee Type 56 |
| Challan No. (Registration ID/Ref. No. in SBI CBS) : 05314116462669 | | Challan No. (Registration ID/Ref. No. in SBI CBS) : 05314116462669 | |
| Party code : 53000245280001001 | Challan Date : 15/7/2014 | Party code : 53000245280001001 | Challan Date : 15/7/2014 |
| Name of : Smt.Munilakshamma, | | Name of : Smt.Munilakshamma, | |
| Factory/Est./Party : | | Factory/Est./Party : | |
| Address : Sai.Rajarajashwari Enterprises, No.24/5,Sri Rama Mandir Street, Basavangudi., | | Address : Sai.Rajarajashwari Enterprises, No.24/5,Sri Rama Mandir Street, Basavangudi., | |
| Mobile No: --- | | Mobile No: --- | |
| Mode of Payment : Cheque | | Mode of Payment : Cheque | |
| Cheque/DD/Ref. No. : 283 | Dated : 15/7/2014 | Cheque/DD/Ref. No. : 283 | Dated : 15/7/2014 |
| Drawn on (Name of the Bank) : SYNDICATE BANK,N R COLONY, BANGALORE | | Drawn on (Name of the Bank) : SYNDICATE BANK,N R COLONY, BANGALORE | |
| Remittance Details | | Remittance Details | |
| Total : 20814 | | Type : Amount : Periods : Contribution : 20814 : Feb2014 | |
| Total (In words) : Rupees Twenty Thousand Eight Hundred Fourteen Only | | | |
| Denomination | | Total : 20814 | |
| 1000 X | | Total (In words) : Rupees Twenty Thousand Eight Hundred Fourteen Only | |
| 500 X | | | |
| 100 X | | | |
| 50 X | | | |

DOCUMENT STATISTICS:




The screenshot displays the 'Documents Digitization & Management System' interface. At the top, there is a navigation bar with links for 'Application Administrator', 'Meta Data Capture', 'Documents Search Engine', and 'Reports', along with a 'Logout' link. Below this, the 'Documents Statistics' section is active. It features three dropdown menus for 'Zone' (set to 'Head Office'), 'Department' (set to 'Engineering'), and 'Division Name' (set to 'OFC'). Below these filters are 'Show' and 'Download' buttons. A table displays the statistics for the selected filters, showing one row with the following data:

| Zone | Department | Division | DocumentCount | PageCount |
|-------------|-------------|----------|---------------|-----------|
| Head Office | Engineering | OFC | 300 | 11551 |

EVENT LOG

Event Log Report

218.248.45.162/DMSCrystal/RepEventLog.aspx



Documents Digitization & Management System

Application Administrator

Meta Data Capture

Documents Search Engine

Reports

[Logout](#)

Event Log Report

User NameAll

Start Date01/01/2016End Date31/03/2016

ShowDownloadClose

12345678910...

| DateTime | UserName | Action | PageURL | DocumentTitle | Image Name | Remark |
|------------------------|-------------------|------------|--------------------|---------------|------------|---------------|
| 30/03/2016 3:48:39 PM | Vijay | Insert | Folder Details | | | HO-JDS-DEMO |
| 30/03/2016 3:39:52 PM | Vijay | Logged in | Login Page | | | |
| 30/03/2016 3:21:11 PM | eerajajinagarwest | View | Document Retrieval | | | |
| 30/03/2016 3:20:59 PM | eerajajinagarwest | Search | Metadata Search | | | BR-763-13-14 |
| 30/03/2016 3:20:52 PM | eerajajinagarwest | Search | Metadata Search | | | BR-763-13-14 |
| 30/03/2016 3:20:31 PM | eerajajinagarwest | Search | Metadata Search | | | BR-763-13-14 |
| 30/03/2016 3:19:42 PM | eerajajinagarwest | Logged in | Login Page | | | |
| 30/03/2016 10:36:56 AM | jdtpnorth | Logged out | Master Page | | | |
| 30/03/2016 10:36:15 AM | jdtpnorth | View | Document Retrieval | | | |
| 30/03/2016 10:35:44 AM | jdtpnorth | Search | Metadata Search | | | LP-1341-77-78 |
| 30/03/2016 10:34:18 AM | jdtpnorth | View | Document Retrieval | | | |
| 30/03/2016 10:34:15 AM | jdtpnorth | Search | Metadata Search | | | LP-7735-77-78 |
| 30/03/2016 10:34:11 AM | jdtpnorth | Search | Metadata Search | | | LP-7735-77-78 |
| 30/03/2016 10:32:44 AM | jdtpnorth | Logged in | Login Page | | | |

[illegible]

THANK YOU

