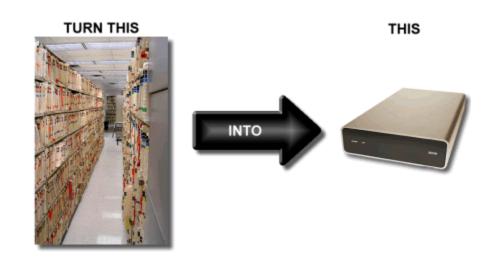
#### **Digitization/Scanning Process**

from Crystal Infosystems Pvt Ltd



#### Traditional ways of Stacking Documents



**Poorly Organized** 

**Badly Maintained** 



#### Disadvantages - Traditional documenting Practices

- **Difficult Task** to find documents
- Waste of Valuable time in searching files and documents.
- More Complexity as documents are unorganized
- Occupies More Space
- Fear of Loosing important documents
- The **Security** of the documents is **not guaranteed**
- **Employ more people** to store and maintain Records systematically.
- An Expensive Affair.
- You are forced to Never Throw any document as you may need it any time.







#### **WORRIED** ??

## HERE IS THE SOLUTION TO ALL YOUR PROBLEMS

#### **Crystal Infosystems and Services**



# Welcome to CRYSTAL INFOSYTEMS AND SERVICES

**Crystal Infosystems Pvt. Ltd.** offers an **Integrated Platform** for digitizing all types of enterprise content and personal content which includes –

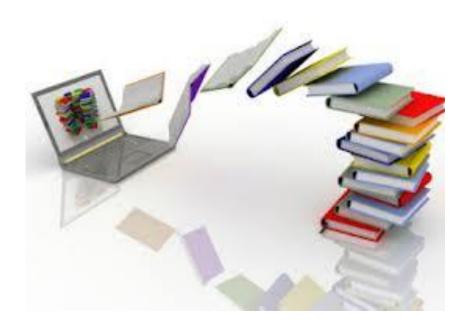
- Business documents
- Vital records
- Paper-based information
- Digital assets like images
- Audio and video
- E-mail,
- And personal documents like property papers, health reports, Finance documents etc.

We at **Crystal Infosystems Pvt. Ltd. assist YOU in Streamlining** all your day to day business activities by connecting and sharing knowledge across the organization.

#### Digitization - Meaning

"Digitization" is the conversion of Analog information into Digital formats.

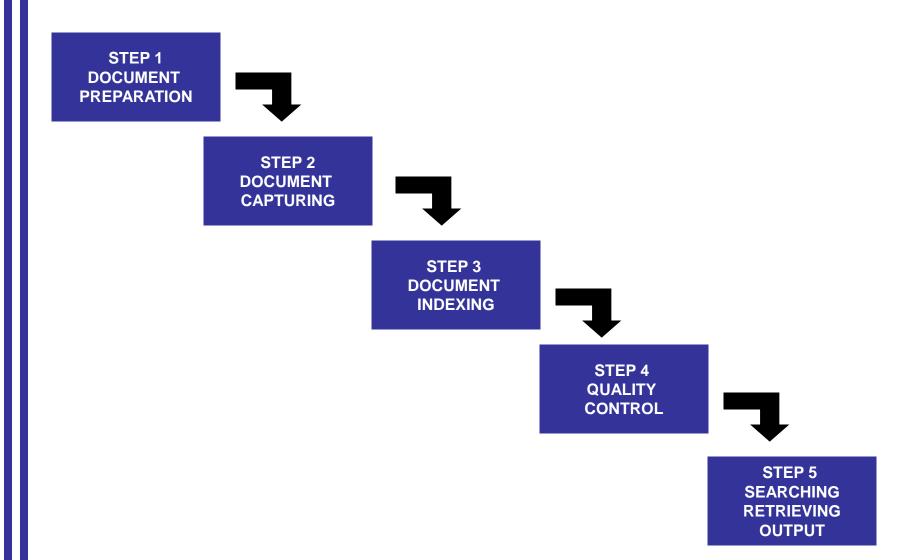
• Crystal Infosystems Pvt. Ltd. is a Leading Service Provider of Digitization and Hosting services of digital document.





#### **Digitization Process**





#### Step 1 – Document Preparation

- We Manually Repair the documents which are in loose sheets by taking out the clips and pins, sticking the torn pages and compose 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** We scan documents depending on the type of the document.
- **Document Imaging** We save documents in formats like TIF, JPEG, PDF, GIF etc apt for the document scanned.
- **Recognition** Recognizing the document is important for retrieval. We employ OCR, Zonal, Full text ICR, OMR, and Barcodes for recognizing documents.
- **Forms Processing** We capture the data 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

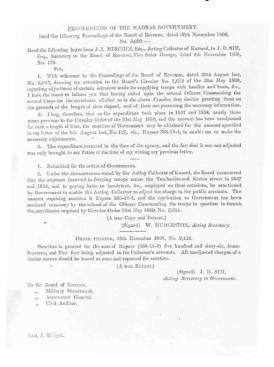
- Document indexing is the **Process of Associating or Tagging** documents with different "search" terms or "key words".
- If **YOUR** document is a text document, We index your text document in a way that you can search the document by giving a key word and find the documents which have those key words present.
- You may also specify your own key words as per your search requirement.





#### Step 4 – Quality Control

- 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
- We at Infocrew also **Verify the values**, **spellings** etc of all the metadata created.



PROCEEDINGS OF THE MADRAS GOVERNMENT. Read the following Proceedings of the Board of Revenue, dated 30th November 1860, No. 5,609 :--Read the following letter from J. I. MINCHIN, Esq., Acting Collector of Kurnool, to J. D. SIM Esq., Secretary to the Board of Revenue, Fort Saint George, dated 9th November 1860, 215.

1. With reference to the Proceedings of the Beard of Berenus, dated 29th August Iast, No. 3945, drawing my sitesulien to the Beard's Gredar No. 2,018 of the 31st May 1869, regarding adjustment of exection advances under for supplying troops with bandes and boats, &c., I have the honor to inform you that having called upon the several Officers Commanding the several Corps for the excriticates desided too in the above Circuits, they decide granting them on the grounds of the length of time clapsed, and of their not possessing the necessary information. 2. They, therefore, that as the expenditure took place in 1857 and 1858, nearly three arm previous to the Circular Order of the 31st May 1850, and the amount has been unadjusted a such a lorath of time, the smellon of Government may be obtained for the amount specified in my letter of the 6th August last, No. 127, viz., Rupees 566-14-4, to enable me to make the 3. The expenditure occurred in the time of the agency, and the fact that it was not adjusted was only brought to my notice at the time of my writing my previous letter. 2. Under the circumstances stated by the Acting Collector of Kunool, the Board reco that the expenses incurred in ferrying troops across the Tunbaddra and Kista rivers in 1857 and 1855, and in paying batta to bandymen, &c., employed on these occasions, be sauctioned by Government to enable the Acting Collector to edjust the charge in the public accounts. The amount requiring sanction is Engree 566-14-5, and the application to Government has been rendered necessary by the refusal of the Officers Commanding the troops in question to furnish the certificates required by Circular Order S1st May 1860, No. 2,614. (A true Copy and Extract.) (Signed) W. HUDLESTON, Acting Secretary.

#### Step 5 – Searching and Retrieving Output

After carefully performing all the previous steps, Next, We concentrate on the following:-

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



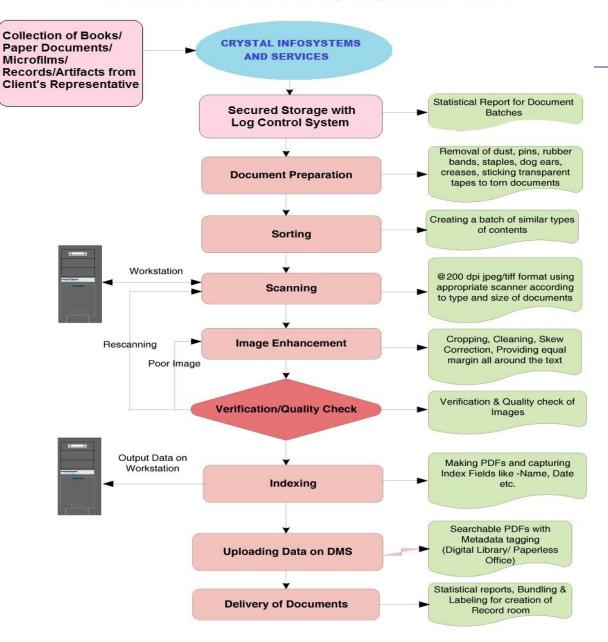








#### Process Flow Chart for Scanning & Digitization Services



### Advantages of Digitization/Scanning



- Eliminates the costs of printing, shipping and storing paper because the content is captured digitally
- **Improves Productivity** by providing instant access to content and processes from anywhere, even a on a mobile
- Speeds up Processes by automating predictable decisions without increasing staff.
- **Reduces the labor** required to for the critical document-intensive processes
- Greater collaboration fostered by real-time access to content
- Eliminates the delays and inefficiencies inherent to manual processes
- **Provides customer self-service** with secure Web-based access to important documents
- Better support for governance, risk and compliance initiatives by enabling secure access to content, standardized business practices and retention of content based on policies
- Improved litigation readiness and reduced litigation risk.

## THANK YOU