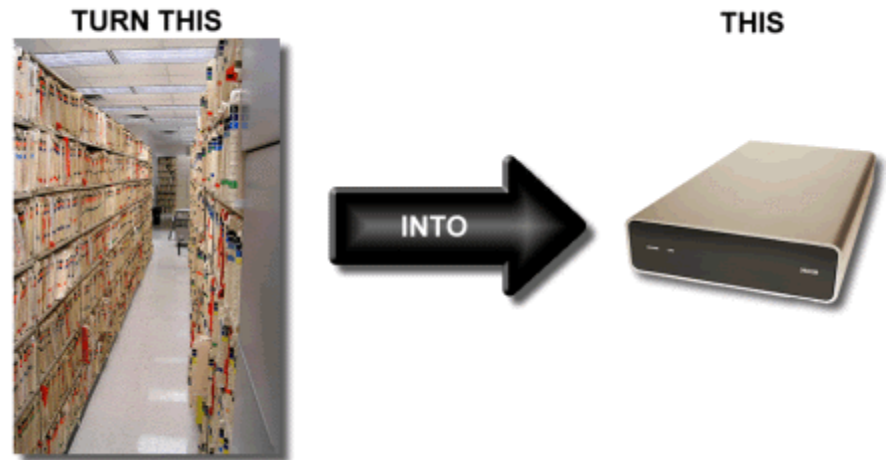


Digitization/Scanning Process

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.

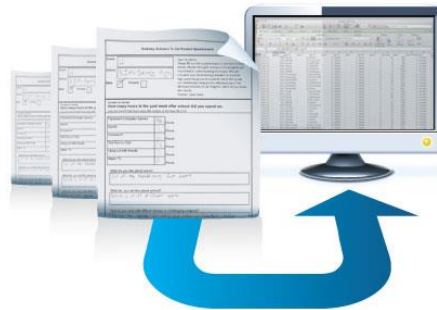




WORRIED ??

**HERE IS THE
SOLUTION TO ALL YOUR PROBLEMS**

Crystal Infosystems and Services



Welcome to CRYSTAL INFOSYSTEMS 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.

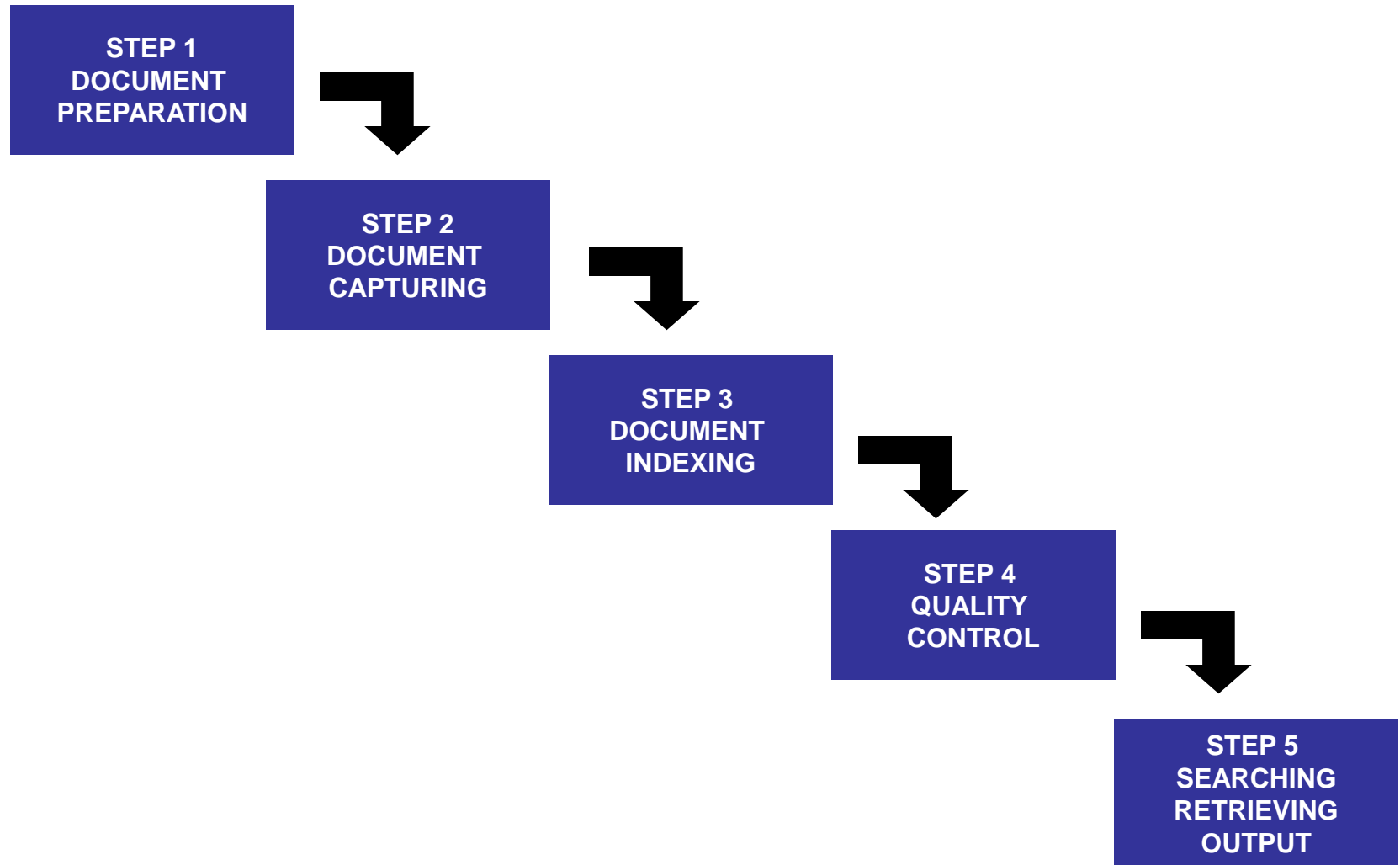
Digitization - Meaning

“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.



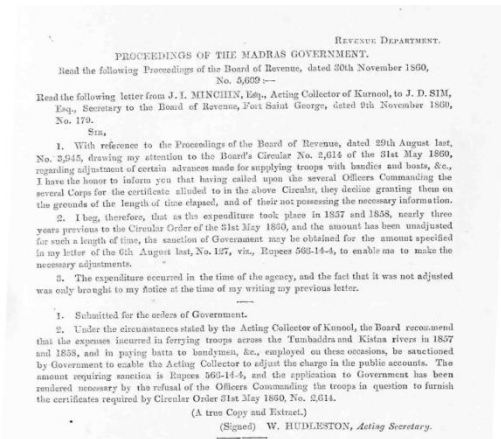
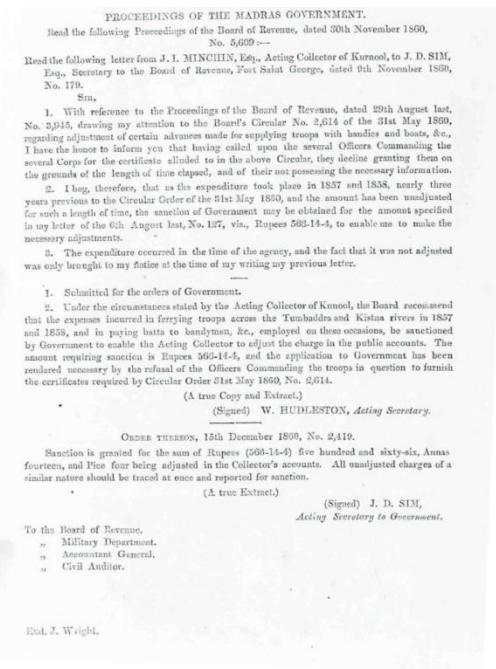
Step 3 – Document Indexing

- 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.



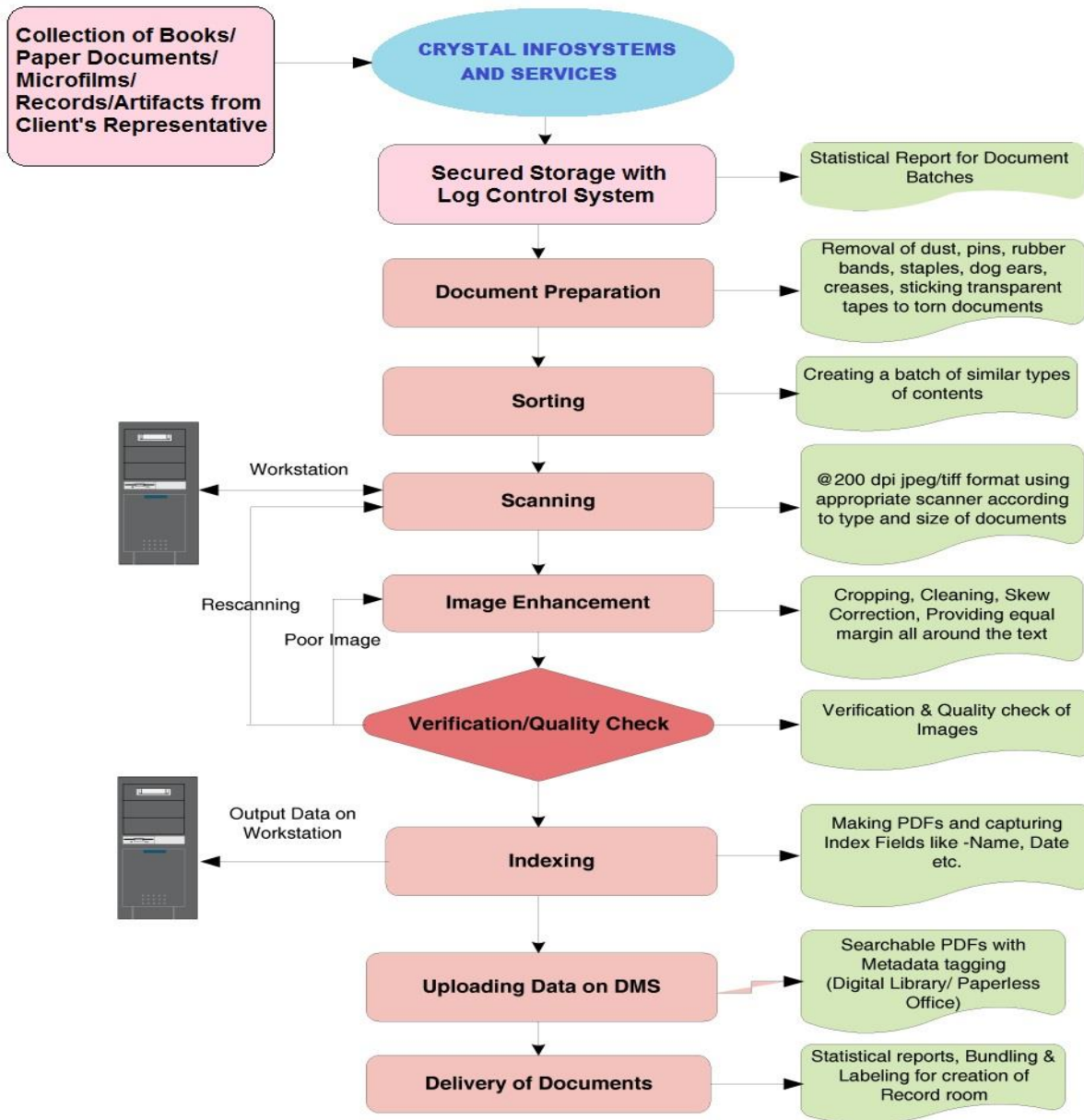
Step 5 – Searching and Retrieving Output

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