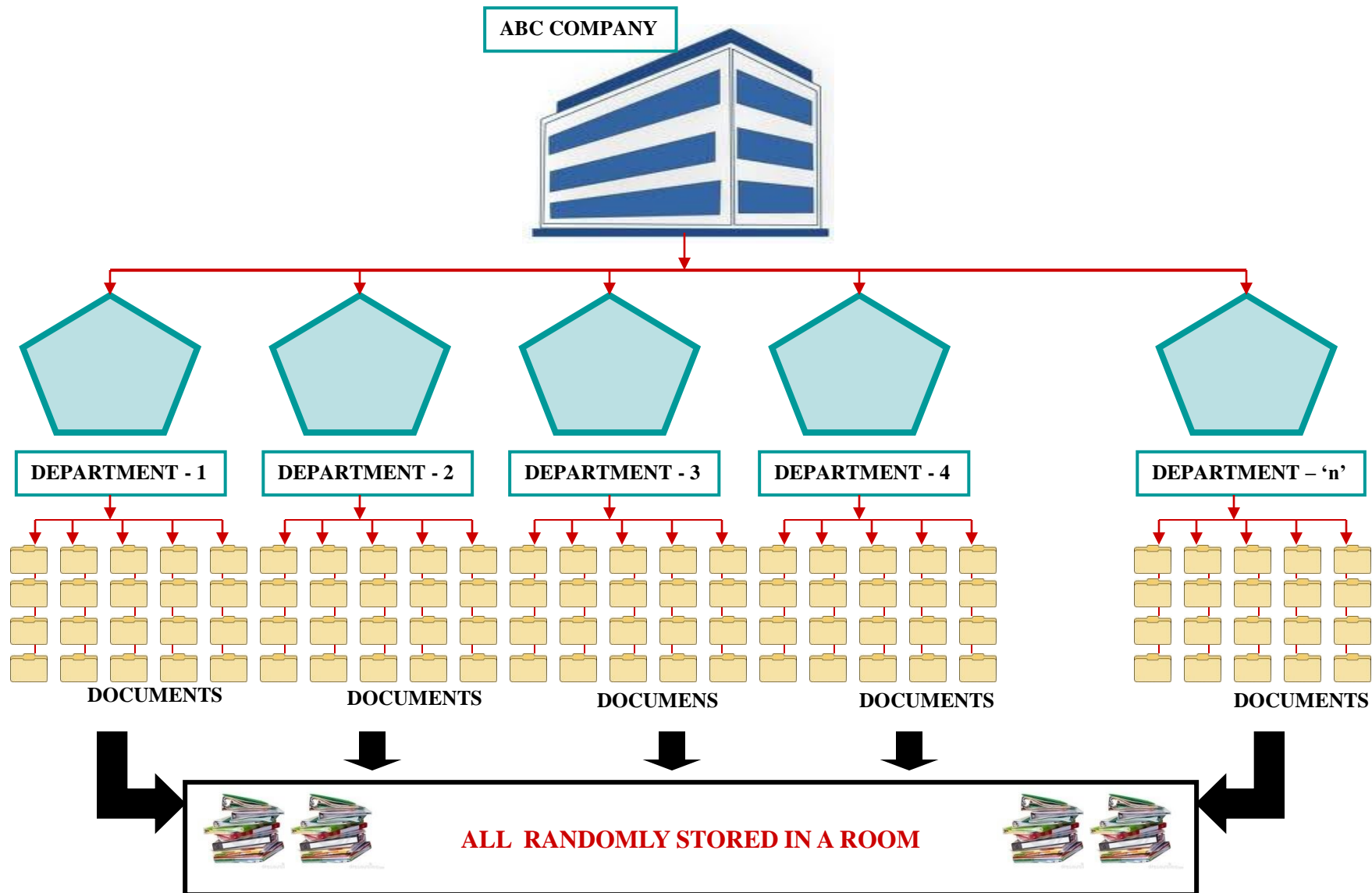# Step by Step Process - In Documents Management

From Crystal Infosystems and Services Pvt Ltd

General Scenario in a Company

ABC COMPANY

DEPARTMENT - 1   DEPARTMENT - 2   DEPARTMENT - 3   DEPARTMENT - 4   DEPARTMENT – 'n'

DOCUMENTS   DOCUMENTS   DOCUMENS   DOCUMENTS   DOCUMENTS

ALL RANDOMLY STORED IN A ROOM

PROBLEMS FACED

DIFFICULT TASK TO FIND DOCUMENTS

WASTE OF VALUABLE TIME

MORE COMPLEXITY

CAN NEVER THROW

OCCUPIES MORE SPACE

NO DEFINITE SECURITY

EXPENSIVE AFFAIR

WELCOME TO
Crystal Infosystems and Services

Welcome to
CRYSTAL INFOSYSTEMS AND SERVICES .

Crystal Infosystems And Services 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 **assist YOU in Streamlining** all your day to day business activities by connecting and sharing knowledge across the organization.

Our expertise

- We offer you '**THE BEST WORLD CLASS**' Document Management experience irrespective of the size of your enterprise.

- We **customize** our services for your need at **affordable cost**.

- We offer you the best available **latest technology** to secure your documents in a " **DIGITAL**" format.
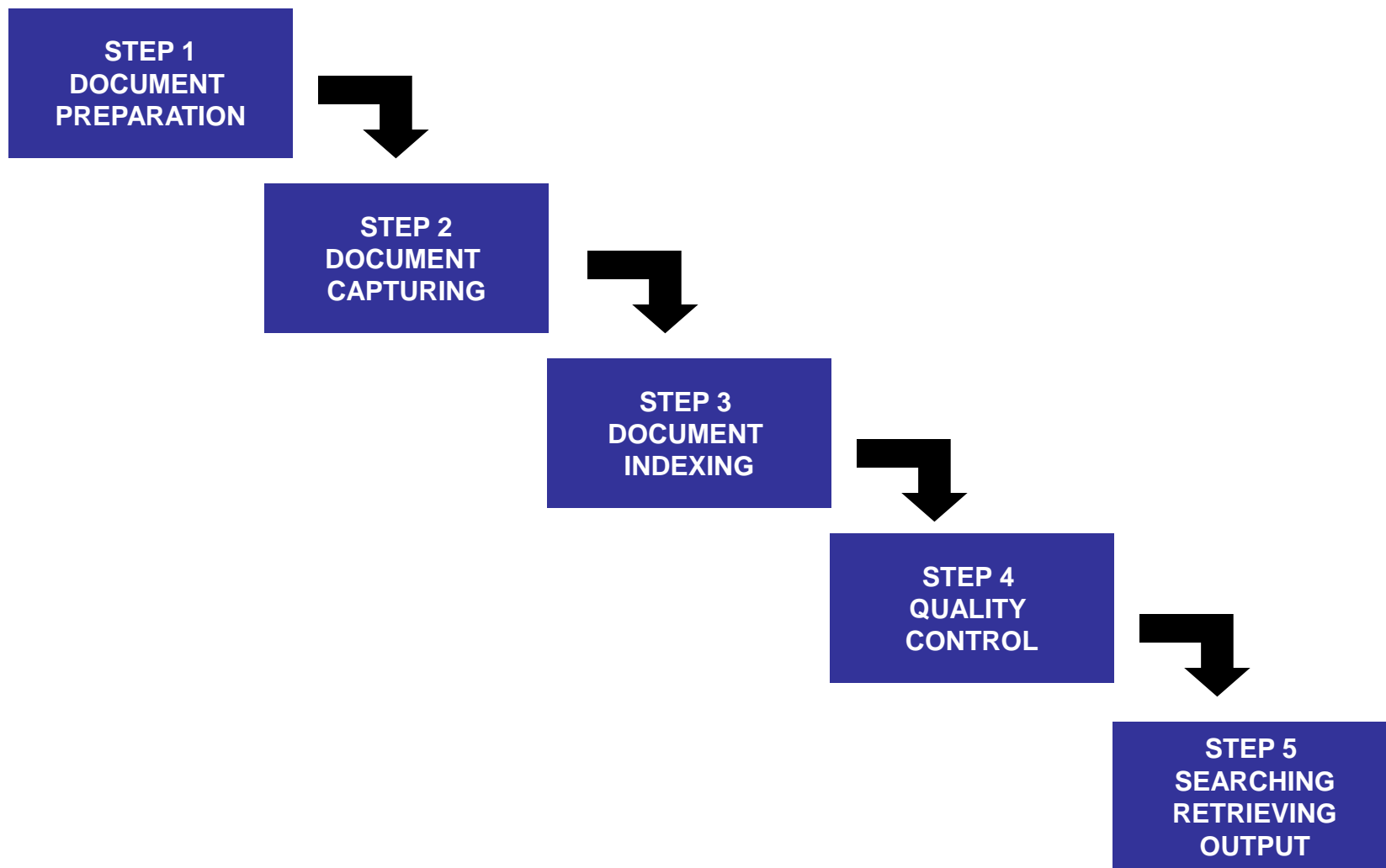
Digitization - Meaning

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

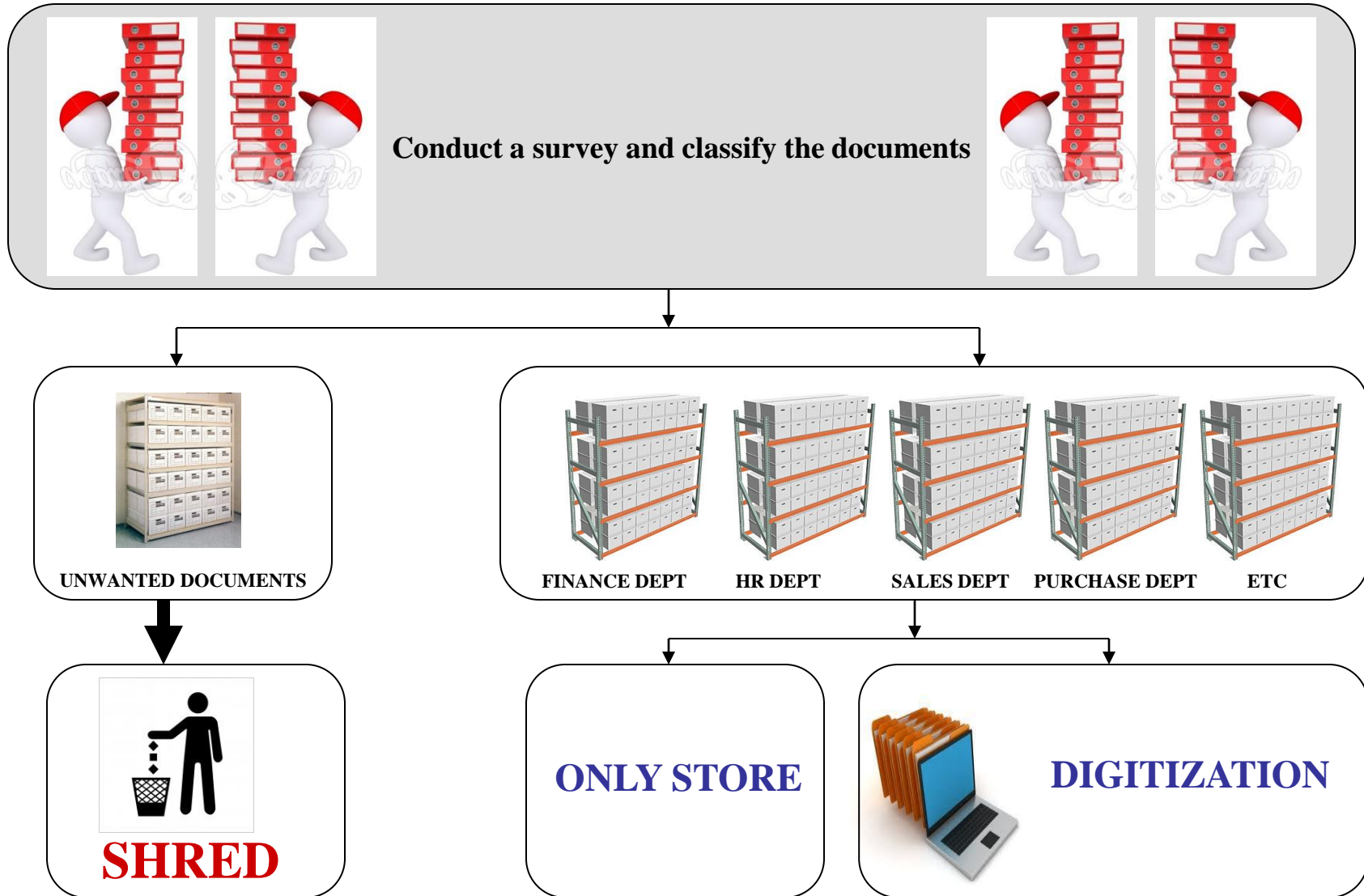**We are a** Leading Service Provider of Digitization and Hosting services of digital document.

Five Main Steps - Digitization

STEP 1 DOCUMENT PREPARATION

STEP 2 DOCUMENT CAPTURING

STEP 3 DOCUMENT INDEXING

STEP 4 QUALITY CONTROL

STEP 5 SEARCHING RETRIEVING OUTPUT

How we go about it-

Conduct a survey and classify the documents

UNWANTED DOCUMENTS

FINANCE DEPT   HR DEPT   SALES DEPT   PURCHASE DEPT   ETC

SHRED

ONLY STORE

DIGITIZATION

Step- by- Step Process

VERIFY DOCUMENTS

Preparing for scan by cleaning and ironing the documents

If badly damaged, we will take a photo copy and scan the document

If it is in a good condition, it will be ready for scanning

SCANNING

IMAGE VERIFICATION

Quality of Image

If image not clear we will again scan or ask for duplicate copy for scan

If image clear proceed to next step

TAG DOCUMENTS

TAGGING DOCUMENTS PHYSICALLY

PRESERVED FROM TERMITES IN CORROGATED, ACID FREE BOXES

TAGGING DOCUMENTS IN DIGITAL FORMAT

CREATE SOFTCOPY
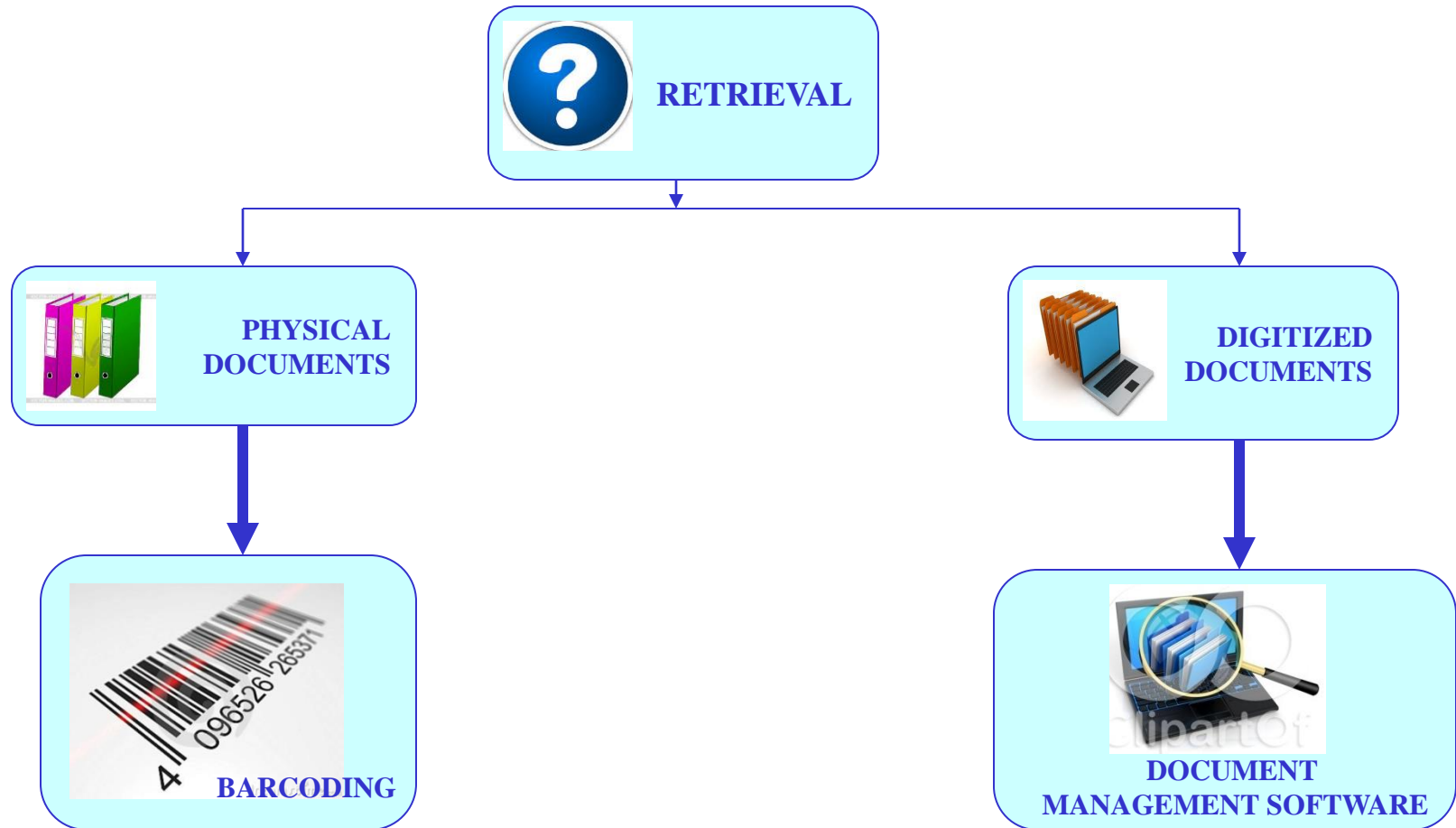
DATA INTO DMS

METADATA CREATION

DATA APPROVAL

FINAL OUTPUT

BACKUP ON HARD DISK OR NAS

HOW TO RETRIEVE

RETRIEVAL

PHYSICAL DOCUMENTS

DIGITIZED DOCUMENTS

BARCODING

DOCUMENT MANAGEMENT SOFTWARE

How do you benefit with our service

- **Systematically classify** and arrange the records **chronologically**, to avoid waste of time during retrieval.

- All the physical records are **Bar coded**

- **Real-time user access** to any information related to records anytime

- All activities are recorded and guided over **electronic platform**

- All activity status is updated and **tracked** once in a day.

- **Easy access** to business records

- Caters to the need of **every type of Industry**.

How do you benefit with our service

- **Direct control** over records and information

- Storage within own perimeter (**Proximity**)

- Increased **user friendliness** through customization

- **Reduced** recurring **costs**

- **Any time take-over** is possible form third party

- Dedicated support for **all records management needs**

Advantages of Digitization

- **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