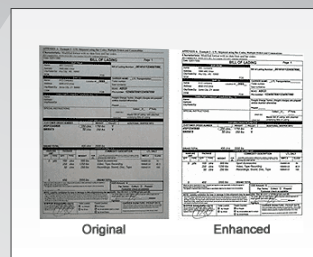
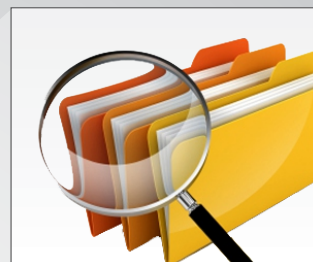




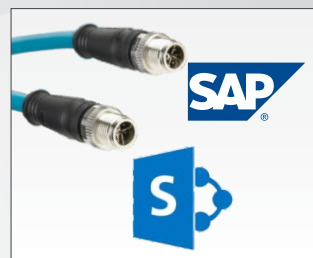
Scan, Digitize and Deliver



Scan



Digitize



Deliver

## Overview - Need for an Enterprise Scanning Solution

*Managing enterprise information and content has become a critical strategic activity for business leaders and managers. Business critical information may exist in different forms such as paper, e-files, e-mails or office documents, and across multiple locations. Managers need a way through which they can scan and capture enterprise content, convert it to digital format and introduce it into core business applications like an ECM or a BPM Solution.*



A smart enterprise level scanning application helps allay these concerns. Such an application transforms the way information is captured within the organization. It delivers value beyond usual image capture, by extracting, analyzing, classifying, validating, and delivering relevant process-ready information to legacy applications like ERPs, ECM, and BPM. While enterprise applications are aimed to make life simple for document control managers, these applications also help drive better cost and time efficiencies and better utilization of human resources. They empower the organization by better and effective bulk scanning as well as distributed capture capabilities.

## OmniScan - Comprehensive Enterprise Scanning Application

OmniScan is an advanced document scanning solution which helps businesses accelerate processes by capturing data and converting it into actionable business information. OmniScan enhances organizational effectiveness by accelerating the three core areas of information capture:

**Scan** - OmniScan captures information originating from multiple sources including physical documents, emails, printers and MFPs. It can be set up at the point of demand and offers excellent distributed capture capabilities.

**Digitize** - Data from the captured documents is extracted, analyzed, classified, validated, and tied to the right process, making the content valuable and process ready.

**Deliver** - OmniScan can be integrated with applications such as SharePoint, SAP, and several ECM and BPM software, to ensure that information reaching these applications is good quality.

### Features

#### Empowering Enterprise-wide Digitisation

OmniScan as a document capture solution allows classification, extraction and validation of information from documents and other sources such as emails, fax, web, and forms.

Users enjoy fast document scanning service and indexing capabilities, which facilitate consistent delivery of relevant information for business use. Further, it makes data archiving and extraction simple and easy.

#### Effortless Customization

Enterprise users can customize OmniScan to suit particular enterprise requirements. OmniScan provides the flexibility to accomplish functions such as information extraction from forms, automatic document separation, and document classification with great ease.

#### Seamless Integration with leading Industry Applications

Integrating OmniScan with enterprise applications such as ERP systems, ECM, BPM, and CCM systems is astoundingly easy. As an entrusted partner to SAP and Microsoft, Newgen offers adapters to integrate OmniScan with SAP ECC 6.0, SharePoint 2007, and SharePoint 2010. Needless to say, OmniScan dovetails beautifully with OmniDocs and OmniFlow, Newgen's ECM and BPM applications.

#### Seamless Integration with SAP and SharePoint

#### Automatic Document Quality Analyzer

OmniScan uses Newgen's innovative Document Quality Analyzer (DQA) technology to automatically clean and refurbish scanned images. DQA eradicates problems which cannot be handled through manual checks reducing chances of errors to less than 1 %. The need for manual re-scan is drastically reduced.

### Classification of Scanning Errors by DQA

Automatically Corrected Errors	Automatically Identified Errors
Improper resolution Format/ compression not proper Dimensions Size of File Skew Wrong Orientation Noise Double Page Error in Automatic Cropping Punch Hole Marks Stapler Marks Proper Margins Black Bands	Piggy Back/Multi-feed Folded Torn pages Dark/Light Out of Focus Photo on B&W Readability Index Quality of Photographs



## Collaborative and Cohesive Document Scanning Support

OmniScan offers phenomenal distributed capture capabilities. Irrespective of where the content is located, users can introduce it into enterprise systems with the help of OmniScan.

It allows the flexibility to set up a scan procedure at any point desired. It can be setup at the point where documents are received, i.e. the Point of Origination of the process. Alternatively, it can be setup wherever information capture is deemed necessary.

## Unprecedented Scalability

OmniScan provides excellent scalability. It can be used to address the need of a single department or that of the entire enterprise. Users can start as small as saving scanned data to Desktop or local drive and gradually scale up to suit enterprise wide needs.

It can also be scaled according to the capture volume. Big or small OmniScan does it all.

## Intuitive User Interface and Experience

The OmniScan User Interface has been designed utilizing the same interface as that of Microsoft Office. It's easy and intuitive. Most commands and features can be brought into play using the ribbon bar atop.

## Zonal Highlights for Information Capture

OmniScan can be configured to remember indexed zones in a document. This allows automatic extraction of information from designated data fields in a document. On a batch scan this can be applied to the whole batch, drastically reducing time and effort of capture.

## Intelligent OCR Extraction

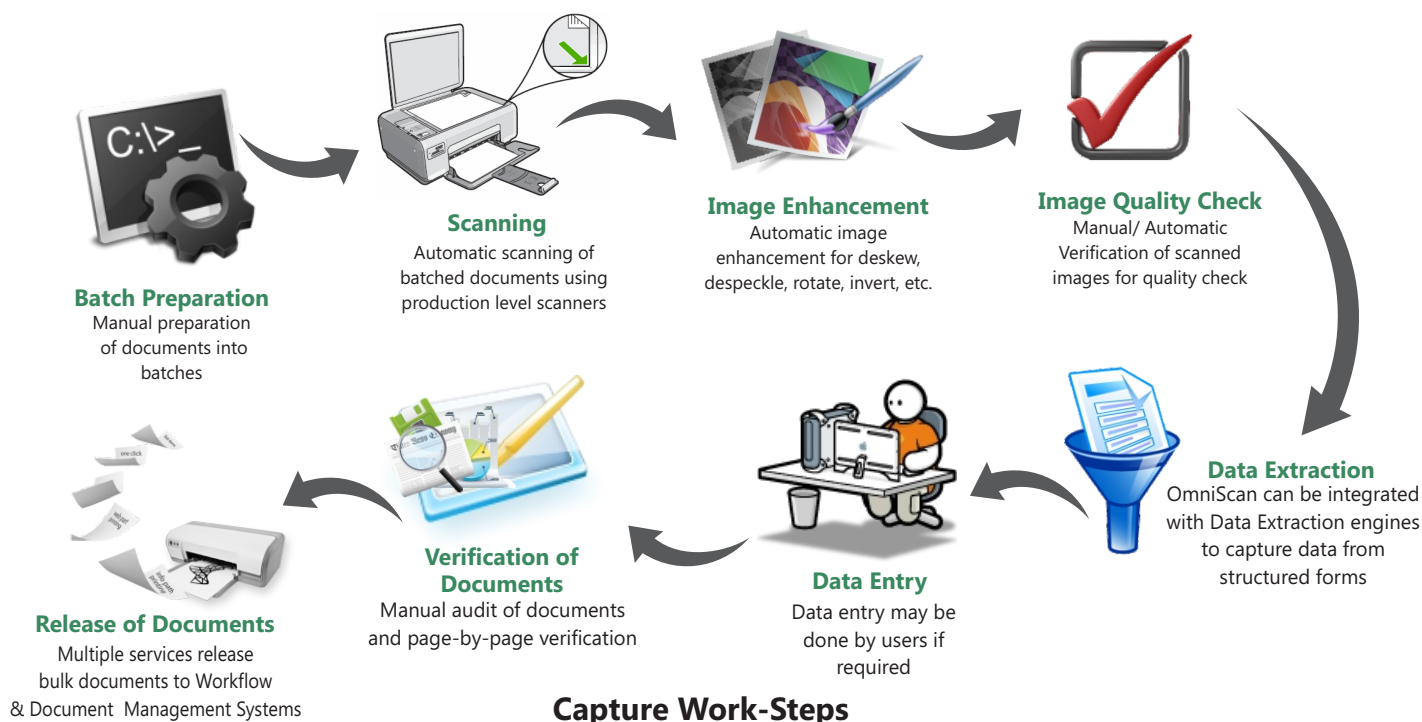
Once scanning of a document is complete, users can populate index fields with just a single click.

OmniScan has been developed with the intelligence to fill the index field with information highlighted by the enterprises architect, saving clicks and keystrokes, making the indexing of documents faster and easier.

## Automatic Segregation of Documents within a Batch

OmniScan can intelligently segregate groups of documents within a batch. There is no requirement of manual





## Complex Scanning and Image Compression

OmniScan helps in scanning different types of documents with different scanning properties. For example, an application form may be scanned in color as it may contain a photograph, while other documents may be scanned in black and white. Also, different sections of your documents can be scanned in different DPI and image types to optimize the storage requirements. OmniScan supports different scanning protocols like ISIS, TWAIN, SANE etc. It also lets users capture color images and perform quick downstream processes by generating small file size, black and white images.

## Off-time Scheduler

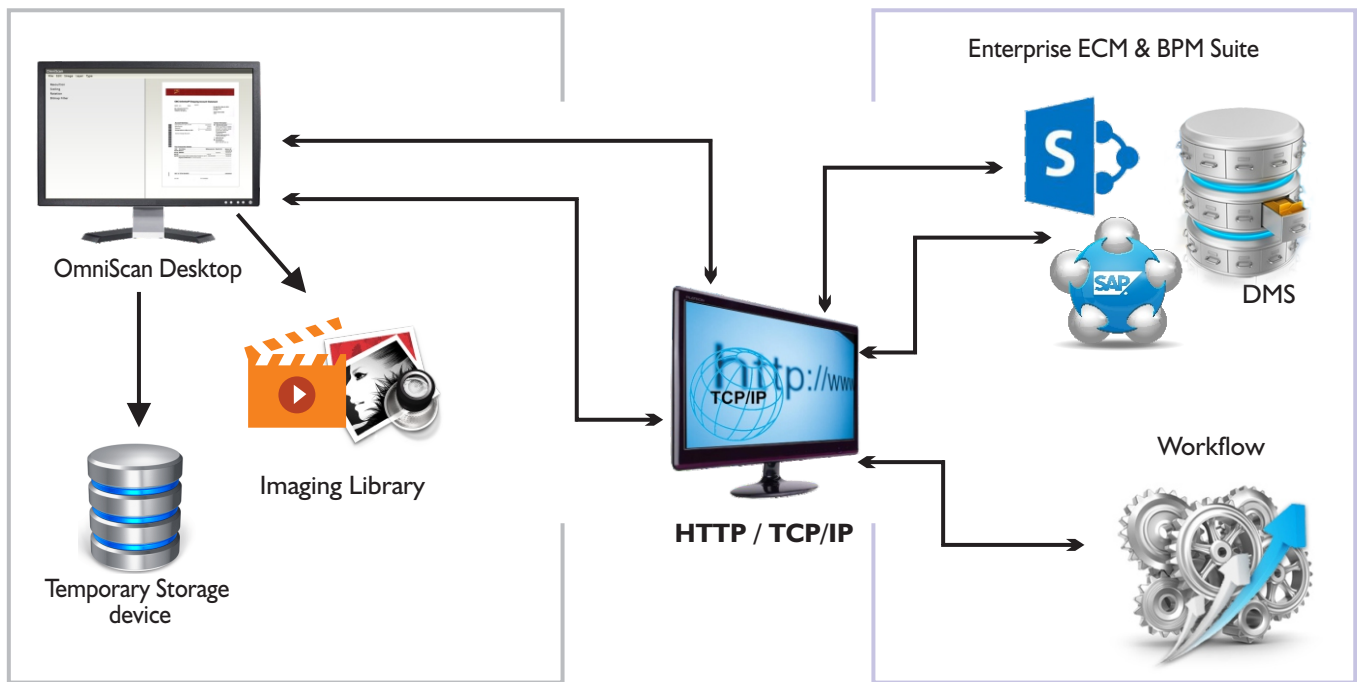
OmniScan enables organizations to optimally use server bandwidth. It can be configured to upload / export scanned information to applications during low server usage hours. This allows greater server bandwidth during the busy or working hours of the day.

## Simplified Re-scanning

While scanning a batch, users may find that a document requires re-scanning. A folded corner or piggy backed document doesn't leave users with much choice. OmniScan allows users to re-scan such a document and then insert it back in the correct place without scanning the entire batch.

## Security Authentication

OmniScan provides rights-based access, allowing multiple users to scan and deliver information through a single system and scanner. Data is transferred in secured manner using HTTPS encryption.



Diagrammatic Description of OmniScan Work-steps

## Versions

OmniScan Low Volume

OmniScan Medium Volume

OmniScan High Volume

## Scanner Specification

For A3/A4 scanner with scanning speed upto 30ppm

For A3/A4 scanner with scanning speed from 30 to 80ppm

For A3/A4 scanner with scanning speed higher than 80ppm

## Minimum System Requirements

### Client

#### Hardware:

PIV, 2 GB RAM, 20 GB HDD, Scanner TWAIN Compliant

#### Software:

Windows 7, Windows Vista, Windows XP

## Benefits

*OmniScan enhances organization effectiveness by accelerating the document transformation process. OmniScan offers excellent integration with SAP and Microsoft SharePoint.*

*As a result OmniScan provides some outstanding benefits to its users such as:*

### Facilitate Better Compliance

OmniScan not only controls the quality of data being digitized in an enterprise, but also ties them to relevant transactions as soon as they enter an enterprise application. This greatly reduces delays and compliance challenges. Data to respective transactions can be identified and tracked back.

### Time and Cost Benefits

OmniScan allows users and business owners to leverage exception time and cost benefits.

Contrary to conventional methods pre and post scanning activities such as batch-preparation, quality checks of scanned documents, indexing and data-entry and rescanning are completely automated. OmniScan can help gain over 50%\* reduction in TAT.

Business managers can also expect to improve cost efficiencies by close 40%\*. OmniScan allows businesses to exponentially bring down costs on several fronts, such as manpower, overheads such as electricity, equipment and storage space. It also reduces time, effort and spends on correcting manual errors in scanned content, as a host of corrections and rectifications are done automatically.

\*performance may vary depending on use-case

### Paperless Businesses Made Possible

While there is a lot that goes into the making a business paper free, the most primitive yet critical step is digitizing the data in physical documents. OmniScan with its fast scanning, data extraction and indexing capabilities does just that. It has been built in manner to offer exceptional scalability, suiting to all business sizes and types.

#### Improve Accuracy

Enterprise users and business leaders can breathe easy as information entering their ECM, ERP or BPM systems is relevant and accurate. The checks on scanned information are astute and provide best in class quality analysis.

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*"Newgen solutions have been pivotal to our digitization efforts. Till date we have digitized over 8 billion documents and have enjoyed intelligent and matchless document scanning and information capture, using OmniScan."*

*Leading Life Insurance Payer*

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*"OmniScan propels our enterprise wide content management and business process automation needs and simultaneously helps us reduce time and operational cost. We have experienced close to 20% reduction in document handling costs. Moreover OmniScan has improved our overall turn-around time by close to 50%"*

*Leading Pharmaceutical Manufacturer*

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“Omni Scan & Omni flow enabled  
us provide "transformational"  
BPO services”

COO – Intelenet Global Service

## About Newgen

- Leading Global Provider of Business Process Management (BPM), Enterprise Content Management (ECM) & Customer Communication Management (CCM)
- 1000+ installations across 50 countries
- Solutions for Banking, Insurance, Healthcare, BPO/SSCs, Telecom and Government
- Credited with some of the world's largest implementations
- Innovative culture, consistent R&D investments, 40 patents
- Employee strength 1300+
- Certified for ISO 9001:2008, ISO 27001:2005 and CMMI Level3

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