



**iNNOMISE**  
TECHNOLOGIES PVT. LTD.

**Document Digitization  
&  
Management**



## Agenda

Talking point for presentations



## About Us

Get to know more about us



## Introduction

Document Digitization & Management



## Need of Document Digitization

Why do you need this?



## Our Solution

The Complete Solution



## Benefits & Value Proposition

This is what you will Achieve

# About Us



Grow Your Business with our Best IT Solutions



- Innomise Technologies is growing IT solutions Company that offers Quality Services, High End Products as well as Solutions that caters to your specific Business Needs.
- We have been working with a wide array of businesses in different verticals and across different geographies, over the years and providing them innovative and optimized solutions.
- We are motivated and excited about the work we do as there is always something new on technology, solutions or a new client with its challenges and requirements to serve.

[www.innomise.com](http://www.innomise.com)

# Introduction



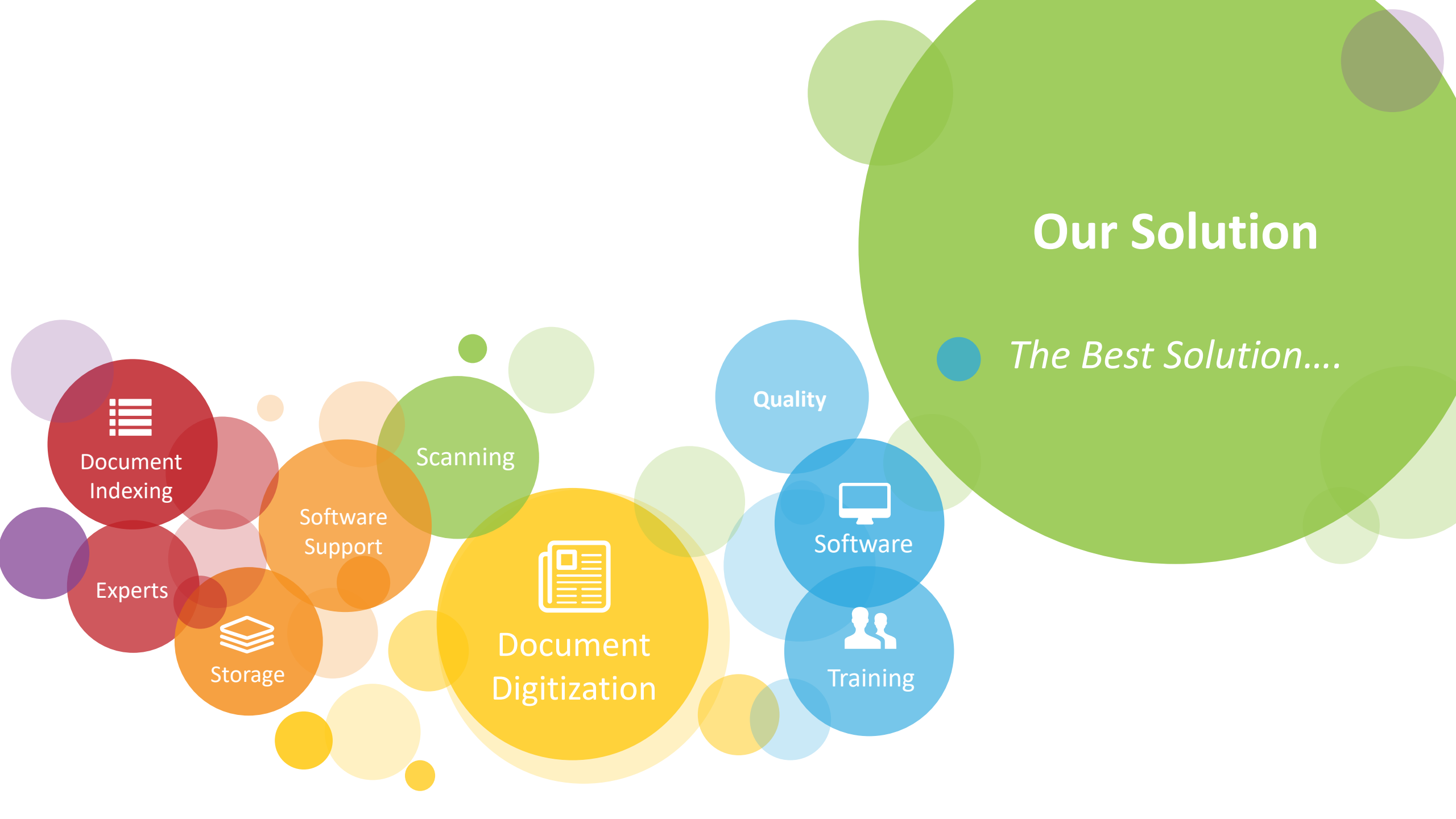
- Does a mountain of paper documents in your office bother you?
- Are you spending more time on retrieving the documents from your file cabinets?
- Do you feel the commercial space used for storage of documents could be used for something better?
- Are you unable to complete the compliances within time?

Document  
Digitization  
&  
Management  
is the Solution.

Document Digitization  
is not all about  
only  
scanning papers...



- Document Digitization is a systematic process through which physical documents are converted into digital form.
- The Document Management ensures the proper retrieval of the digitized documents as and when required. Documents converted into digital form can be archived, retrieved, and shared with other users easily, safely, and at minimum cost.



# Our Solution

*The Best Solution...*

Document Indexing

Experts

Storage

Software Support

Scanning

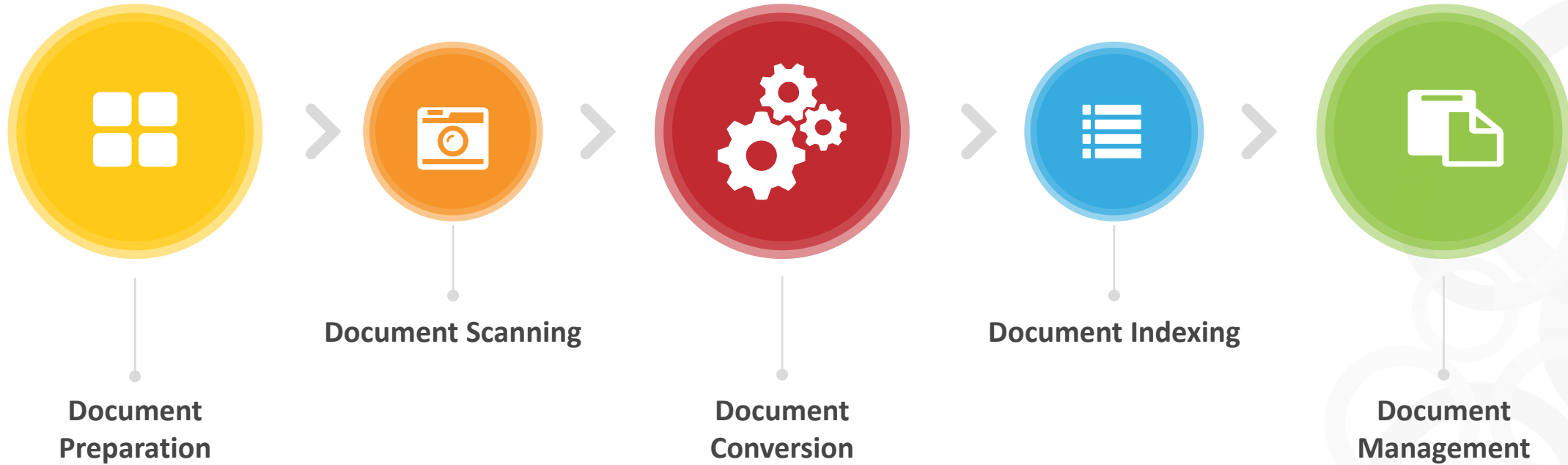
Document Digitization

Quality

Software

Training

# Process



# Process-Explained..

## Document Preparation



We prepare all documents, opening subfiles and folded pages, removing staples with adhesive strips and ordering them according to the agreed protocol.



## Document Indexing



Images are now passed to indexing to manually extract data in order for it to be accessed at a later date via a document management system

## Document Scanning



We scan the documents using high-quality beam scanners, with image correction and calibration and quality control of the scanned document

## Document Management



The Document Management System allows searching and retrieval of various digitized documents.

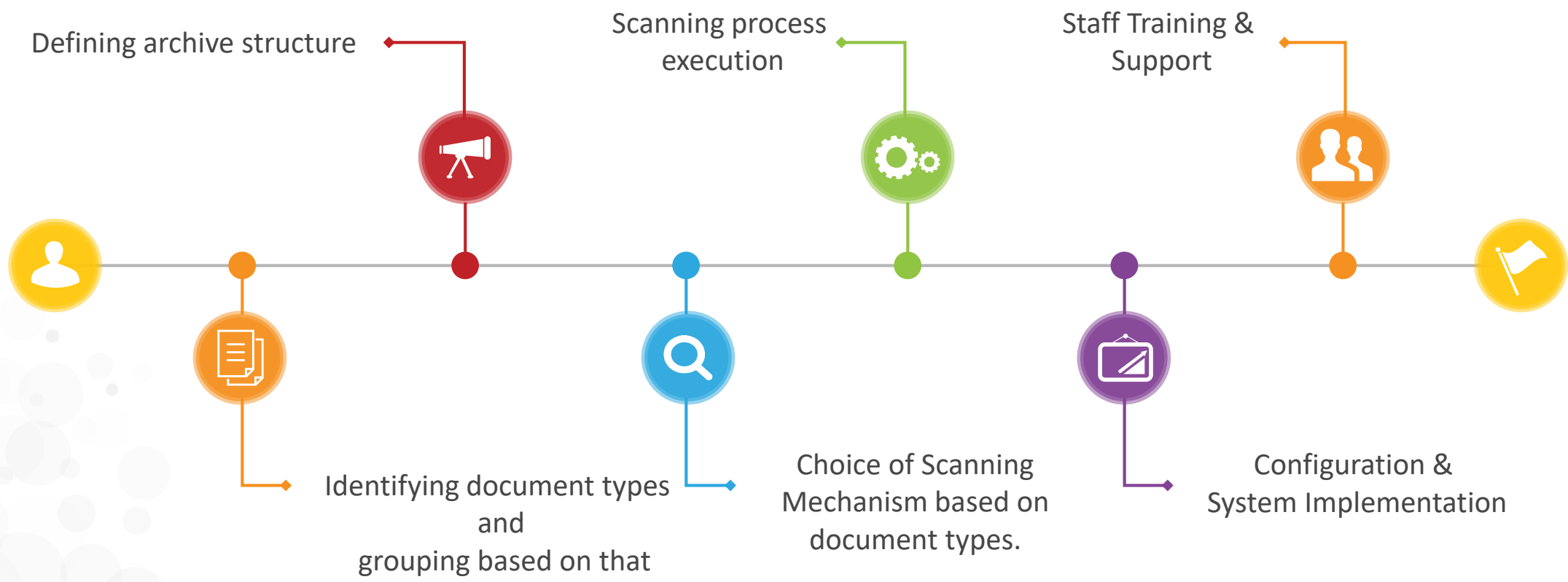
## Document Conversion



Document Conversion goes beyond basic scanning and includes the OCR (Optical Character Recognition) version of the text within the document.



# Project Activity Timeline



# Benefits and Value Proposition



## Information Accessibility

Information is immediately available and easy to consult in digitized documents.



## Data Security

The digitized data is kept secured and confidential



## Increased Productivity

Document Digitization allows the stake holders ability to share, exchange and access documents in seconds, reducing the turnaround time further increasing the efficiency for your business.



## Manpower is Saved

Your valuable human resources can be assigned to various other vital tasks.



## Physical Space Saved

Document Digitization saves a lot of physical space requiring for file storage.




## Disaster Recovery


There is always a risk of disaster. This system offers you to have a safe repository of your data.



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 Send your message, advice, and suggestion at  
[contact@innomise.com](mailto:contact@innomise.com)

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THANK YOU

Thanks for your time