

Scan n

Document Imaging | Consultancy



Document Imaging



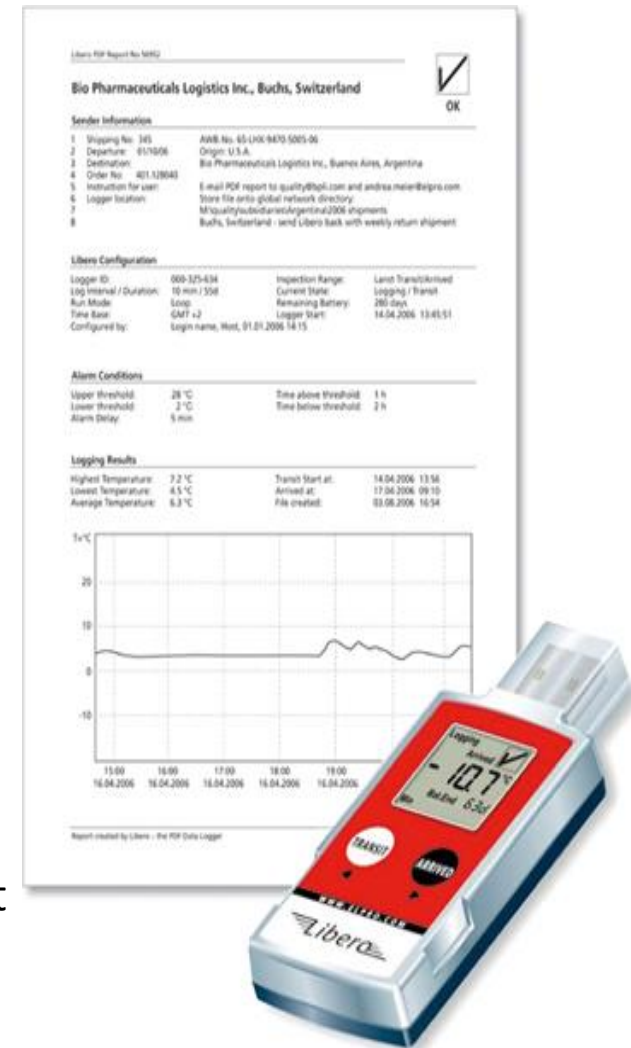
About Scanon

Scanon streamlines access to business critical documents, reduce document storage costs, and demonstrate greater adherence to compliance regulations, it makes a lot of sense to consider converting your paper based files into electronic documents and storing them online. Today, various sectors are looking for ways to improve efficiencies and many recognize that it's time to rid them of out of date, inefficient and costly paper-based storage systems. Document imaging software allows businesses to turn paper documents into electronic files that can be easily stored in a central online repository and securely accessed across an organization.

Scanon is a Total Business Solutions provider with services ranging from Scrutiny, Coding, Data Punching ,Content Conversion, Data Processing, Tabulation and Analytics Support.

Our experience and expertise enable us to provide solutions that are delivered with certainty, quality and on time and within agreed budgets.

Scanon ensures high quality and cost-effective solutions through a highly competent and dedicated team of experts.



HOW MUCH PAPER DO YOU USE

- 🌱 The average office worker uses 10,000 sheets of copy per year.
- 🌱 Each Indian uses up to four trees every month in paper products.
- 🌱 Over up to 40% of wood pulp goes toward the production of paper.
- 🌱 Printing & writing paper equals about one-half of Indian paper production.

**ITS TIME FOR US TO GO GREEN
AND SAVE OUR ENVIRONMENT**

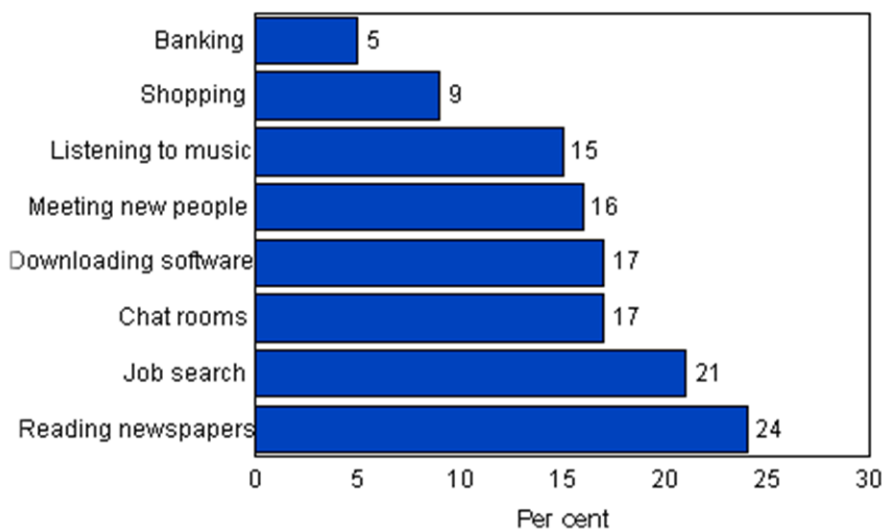
Online Revolution



Type of Use



I use the Internet for...



Benefits Of Scanning

SAVE SPACE

SAVE MONEY

SAVE TIME

SAVE TREES

**DISASTER
RECOVERY**

**SAVE
LOGISTIC**

**PRODUCTIVITY
GAINS**

**CONVERT TO
ANY FORMAT**












**Any Where!!!
Any Device !!!**


**CUSTOMER
SATISFACTION**

**FULL PROOF
SECURITY**

**EASY TO
SEARCH**

WHY SCAN WITH

-  Search thousands of documents instantly instead of combing through drawers of paper
-  Reduce costs and decrease wasted space by ridding your business of costly file cabinets and storage units
-  Increased document retrieval times
-  Decreased misfiling documents
-  No more lost paperwork, simply do a search and your document will be found
-  Decreased print and mailing costs
-  Additional security for your documents by encryption or password protection
-  Create a more productive work environment, resulting in increased profitability
-  Help your carbon footprint by making your office more eco-friendly
-  Access your documents anywhere in the world within seconds
-  Digital off-site backups are cheap and inexpensive

Scanning Tariff 	Size	A4	A5	A6	A7	A8	A9	A10
	Height x Width (in)	11.7 x 8.3 in	8.3 x 5.8 in	5.8 x 4.1 in	4.1 x 2.9 in	2.9 x 1.5 in	2.0 x 1.5 in	1.5 x 1.0 in
Resolution (dpi)		BULK SCANNING PRICE STRUCTURE IN INR Setup Fee is 252 INR per scan job/folder.						
200 x 200		0.75	0.68	0.68	0.60	0.50	0.50	0.50
300 x 300		0.90	0.75	0.75	0.65	0.55	0.55	0.55
400 x 400		1.00	0.85	0.85	0.70	0.60	0.60	0.60
600 x 600		1.05	0.90	0.90	0.75	0.65	0.65	0.65

FACTS AND RETURN ON INVESTMENT

There have been numerous office studies completed by various groups and their findings confirm what most already believe but seldom take the time to validate.

- The average document gets copied 20-25 times
- 7.5% of documents get lost, 3% of the remainder get misfiled
 - Recovery costs an alarming \$120 per document.
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it
- Of all the documents that get handled each day in the average office, 90% are merely shuffled

(Source: Coopers & Lybrand)

- 92% of information is in manila folders
- 80% of technical information is on paper and microfilm
- Paper files are doubling every 3.5 years
- The average document is copied 19 times
- Each day one billion photocopies are made
- The average worker has a 34 hour paper backlog
- Half an office workers time is spent handling paper or data entry
- 50% of all projects are behind schedule
- Paper costs:
 - Services 5%
 - Supplies 6%
 - Space 7%
 - Equipment 12%
 - Labor 70%

35%

The amount of time knowledge workers can spend searching for information.

Source : IDC

43%

The number of companies that never recover from catastrophic data loss.

Source : University of Texas

72%

The number of companies that say it's harder to find information they own than information they don't.

Source : The Association for Information and Image Management

(Sources: AIIM, Forrester, Star Securities, US Department of Labor)

- Almost 80% of today's information is still paper-based. U.S. and Canadian businesses generate over 1 trillion new pieces of paper each year.
- The average time to retrieve and re-file a paper document is 10 minutes.
- The average office worker makes 61 trips per week to the fax machine, copier and printer.
- It costs about \$25,000 to fill a four-drawer filing cabinet and over \$2,100 per year to maintain it.

(Source: Gartner Group, Coopers & Lybrand, Ernst & Young) contd.....



COST OF STORAGE FOR A PAPER BASED DOCUMENT MANAGEMENT SYSTEMS:

Number of Filing Cabinets: _____

Cost Per Square Foot: _____

Annual Cost = _____

Formula: Number of filing cabinets x 21 square feet x cost per square foot = annual cost. One 3-foot filing cabinet drawer = 9,000 documents (pages) One 4-drawer filing cabinet = 36,000 documents (pages) One 4-drawer filing cabinets require 21 sq. ft. of storage space

Number of Employees: _____

Average Annual Wages: _____

Annual Savings = _____

Formula: Number of employees x 20% x average annual wages = Annual Savings. Time-management experts estimate that searching for documents requires 20% to 30% of the average employees' time

**THE COST ASSOCIATED
WITH FINDING AND
RETRIEVING DOCUMENTS
IN A PAPER BASED
DOCUMENT
MANAGEMENT SYSTEM.**

ADDED COST OF SCANNING AND INDEXING DOCUMENTS FOR ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS:

Number of Documents Per Day: _____

Employees Required to Maintain Current Workflow = _____

Formula: Number of documents per day divided by 4,000 = number of employees required to maintain current workflow. Based on current customer influx, a good rule of thumb is 4,000 documents per day of an entry-level employee's time.

Number of Filing Cabinet Drawers: _____

Days Required to Eliminate Archived Documents = _____





Formula: Number of filing cabinet drawers x 9,000 divided by 4,000 = days required to eliminate archived documents. Based on current customer influx, a good rule of thumb is 4,000 documents per day of an entry-level employee's time.

**ARCHIVED
DOCUMENTS:**







contd.....



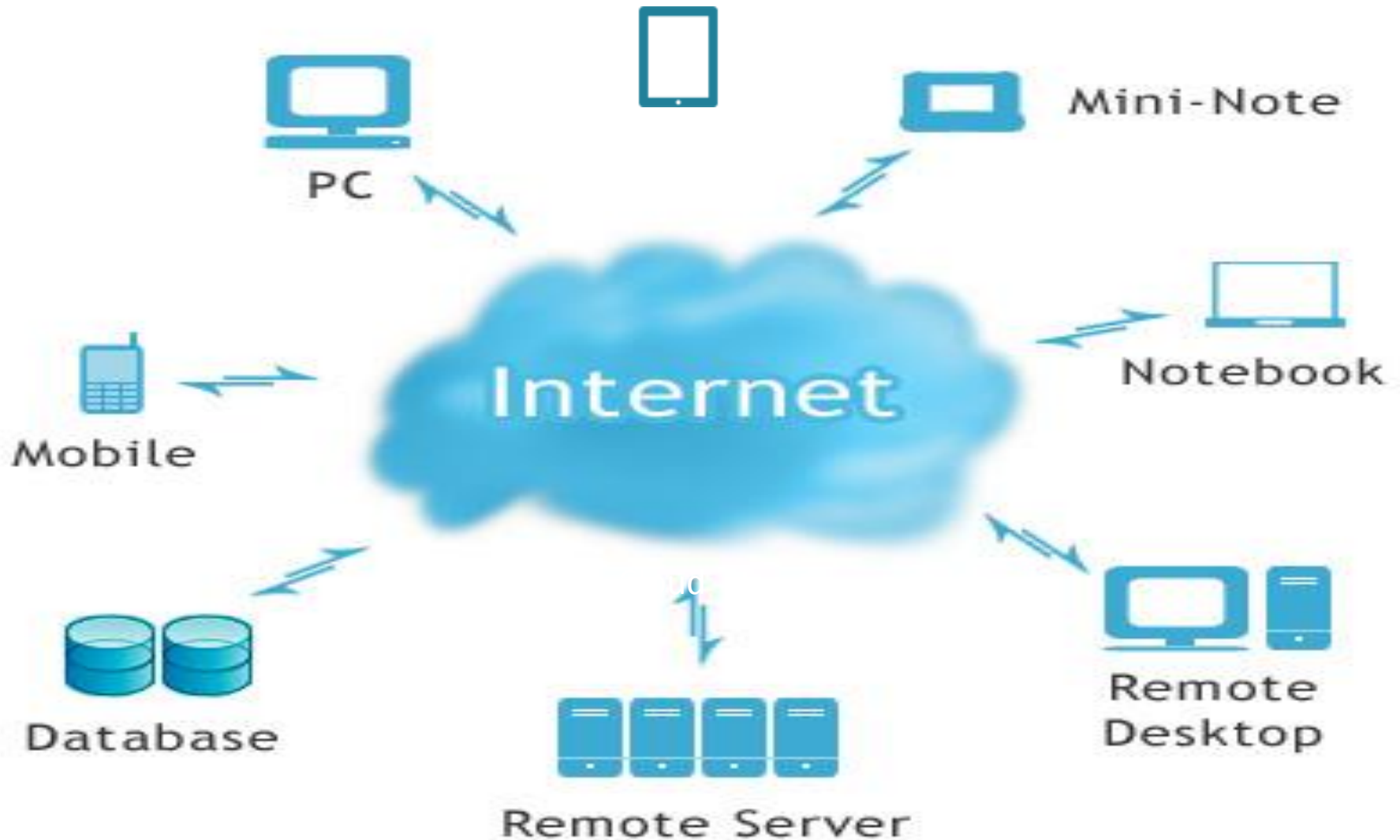
Benefits of Document Management:

-  The ability to efficiently store documents and easily search and retrieve their contents.
-  Secure archive capabilities.
-  Elimination of lost or decaying documents.
-  Manage your business, not your paper.

Facts:

-  Documents can be scanned, indexed for searching, and stored on any type of electronic media. CD ROMs have over a 40 year shelf life and can store about 15,000 pages; a DVD can hold 100,000 pages. A document that is stored on a computer can be easily located, and once it is found it can be printed, faxed or e-mailed. Imagine storing 10 file cabinets worth of paper documents in your desk drawer, and being able to retrieve any document within 30 seconds!
-  With paper documents, an employee will spend more time looking for a document than they spend reading it. On average, 1 hour of searching results in 20 minutes of reading.
-  3% of paper documents get misfiled, while 7% get lost completely.
-  An average company spends \$25,000 to fill one file cabinet and \$2,100 a year to maintain that cabinet.
-  On average, an employee spends 15 minutes filing a document, 1 hour looking for a misfiled document and 3 hours to recreate a document.
-  Of all the paper documents that are handled each day in the average office, 90% are merely shuffled

SCANNING SHARING SIMPLIFIED



In managing your critical documents, do you or your company face ...

... manual processes leading to increased labor costs and reduced productivity?

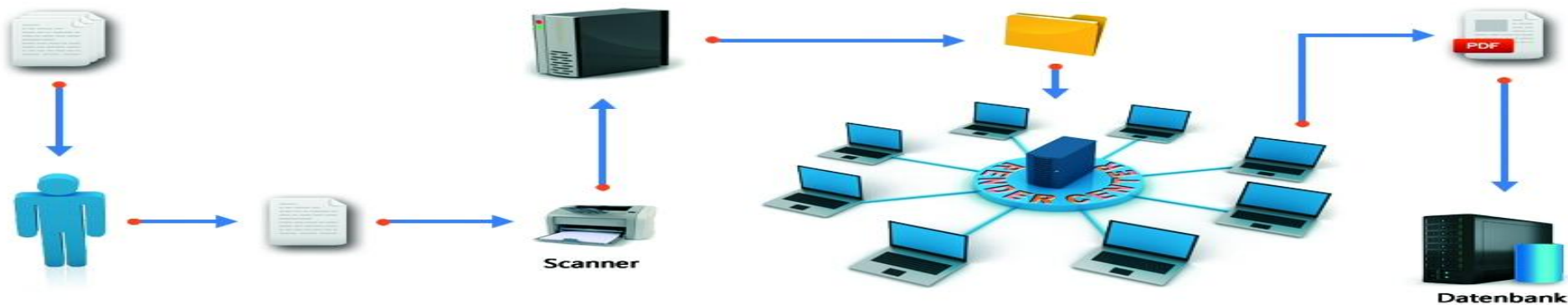
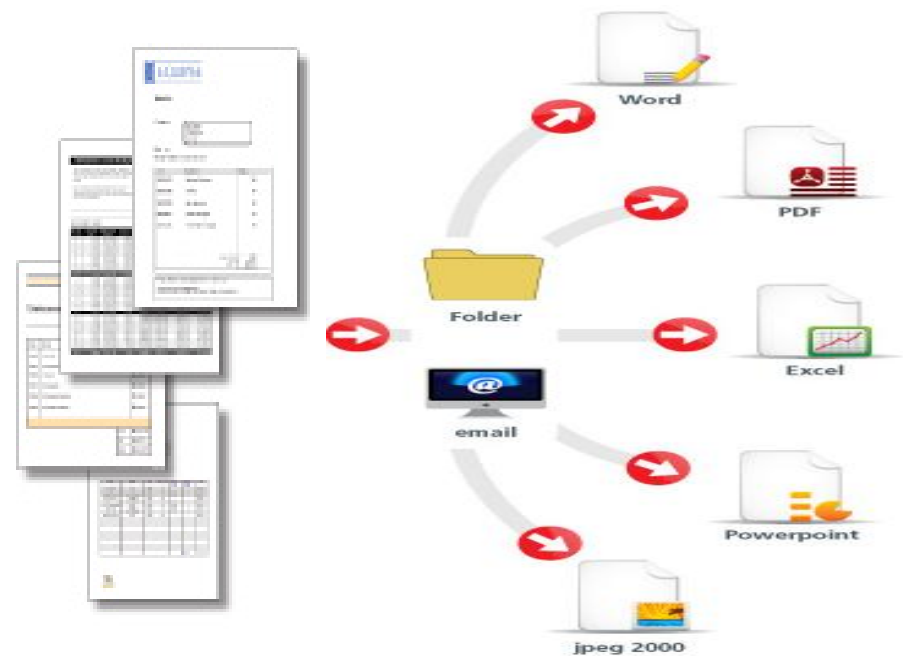
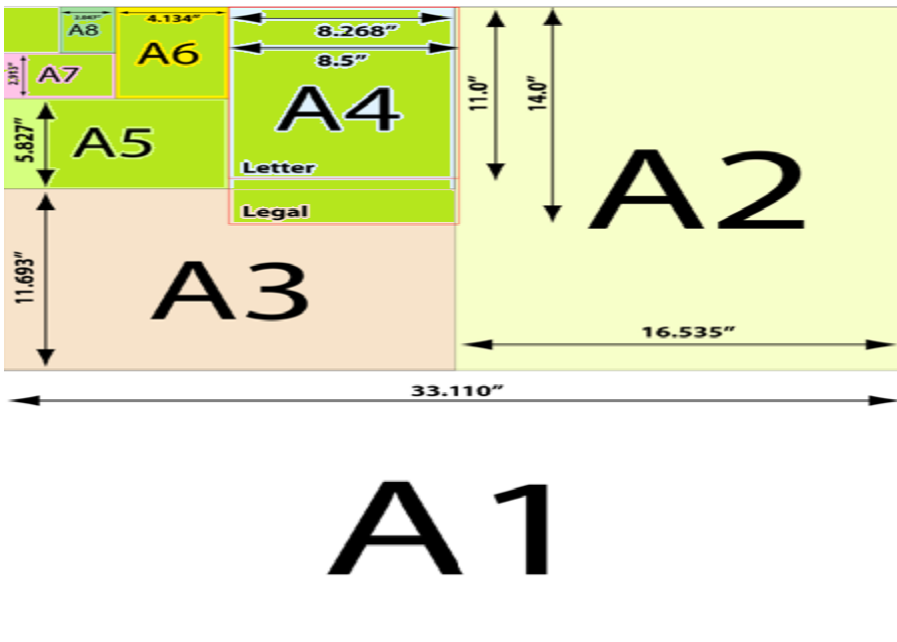
... processing delays due to varying volumes?

... missing or mis-routed documents?

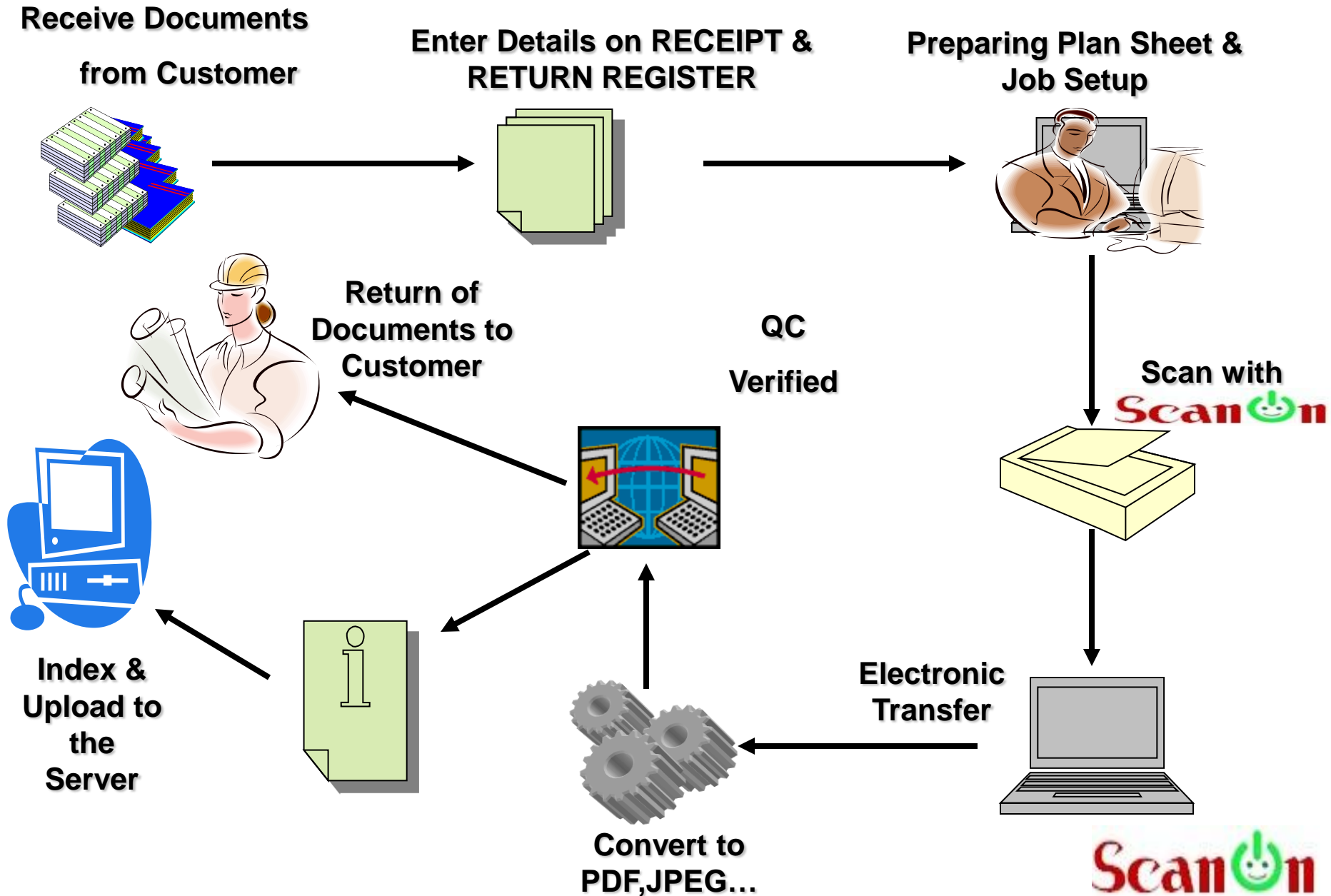
What if you or your company could...

- ...achieve a more efficient workflow, improving productivity?
- ...eliminate pre-sorting and time-consuming manual operations, reducing labor needs?
- ...manage documents more reliably?

Convert Paper to Electronic Format

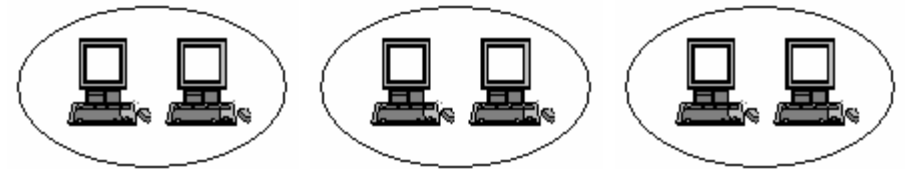


SCANNING AND INDEXING WORK FLOW

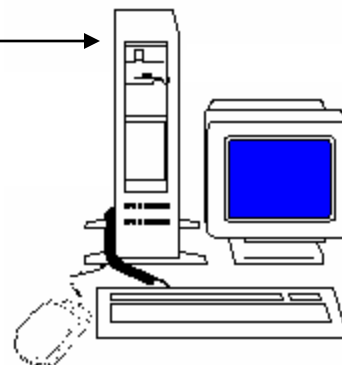


Document Management

Electronic Documents/emails are viewed or uploaded to Server using Internet Explorer



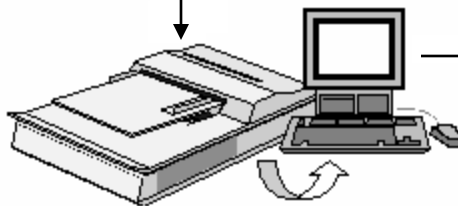
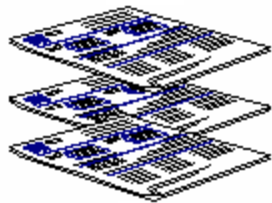
DocImage Server where all the indices of documents (word/image/spreadsheet/etc) are stored. During query, retrieval of documents is faster.



Scanon



Documents stored physically in Filing cabinets / Received by the customer



Scanon
(Situating at Remote / Central site)
All documents are scanned using scanning module

Scanon SERVICES v/s YOUR BENEFITS



Collection /Drop Service



Removal of Staples and Paperclips



Scanning Process

OVER
95%
ACCURATE

OCR Processing



Indexing and Categorization



ISO Quality Checks



Storage Mediums



Delivery



Secure Shredding



Consolidate
Information



Take control
of your
documents



Any Where!!!
Any Device !!!



Security
With
Peace of Mind !!!











Real Time Tracking
Real Time Solutions

Scanon






Quality Tool & Assurance Plan

The quality parameters on which this feedback mechanism focuses are:

-  Turn-around time
-  Accuracy of the deliverables
-  Understanding of the project requirements
-  Team's flexibility in accommodating changes
-  Ability to fix problems at the first time
-  Project planning
-  Clarity of communication during interaction
-  Providing professional advice when needed



Assurance Plan

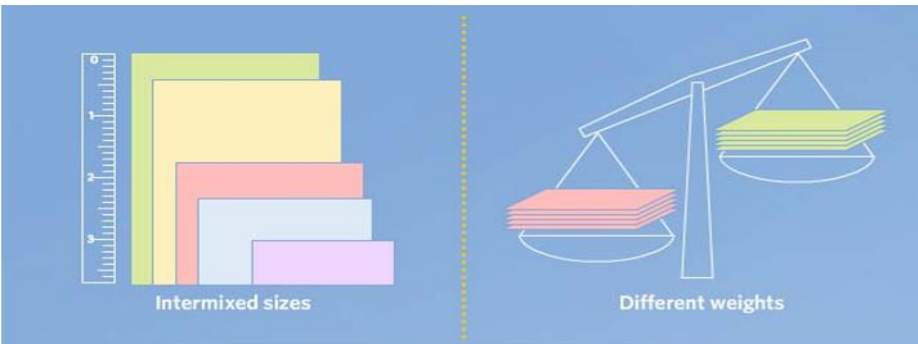
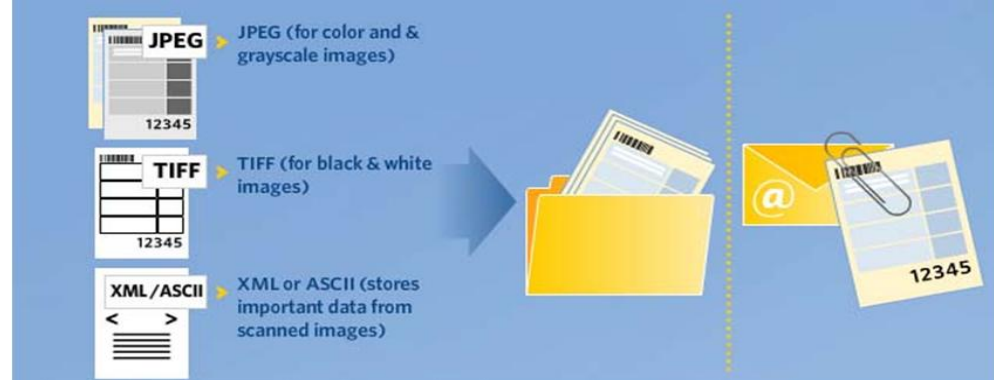
-  Quality Objective : up to 99.99 % accuracy per field
-  An internal record will be maintained on % of verification errors (physical as well as program-detected)
-  Supervisor will Maintain Check / Edit List and Exception List of all Input batches. Traces of correction will be verified by the Quality Reviewer with random inspection of data based on such lists.
-  Creation of appropriate samples, sample checking and reporting to Internal Quality Review Team
-  Generation of Daily Quality Assurance Report

Note : A Quality Tool is sent out from the Team Head to the Project Manager at initial stage of every project.

Project Managers can jot any feedback or concerns which they experienced during the execution of the project



**"We're not just handling documents.
We're handling vital business assets."**



**"Maximise information assets
while minimising risk."**

**"Less searching means there's
more time for working."**



"A major benefit is **Scanon secure web portal
which allows us to retrieve files easily and rapidly,
ensuring transparency and ease of access for staff."**

Scanon

MANAGE YOUR INFORMATION ON PAPER, ONLINE, ON DEMAND

WITH **Scanon**

- ✓ Passport
- ✓ Ration Card
- ✓ Wedding Card
- ✓ Mark sheets
- ✓ Voting Card
- ✓ Driving License
- ✓ LIC Certificates
- ✓ PUC Certificate
- ✓ Share Certificate
- ✓ Credit Cards
- ✓ Debit Cards
- ✓ Marriage Certificate
- ✓ Birth Certificate
- ✓ Death Certificate
- ✓ Service Level Agreement (SLA)
- ✓ Request For Quotation (RFQ)
- ✓ Electricity Bills
- ✓ Water Bill
- ✓ Phone Bills
- ✓ Affidavits
- ✓ Identity Cards
- ✓ Real Estate Documents
- ✓ Business Cards
- ✓ Photo Albums
- ✓ Traveler Cheques
- ✓ Thermal Print Bills

- ✓ Insurance policies
- ✓ Bank account statements
- ✓ Debt obligations
- ✓ Medications
- ✓ Salary Slips
- ✓ Power of attorney
- ✓ Wills
- ✓ List of investment, retirement, and bank accounts
- ✓ Divorce certificate
- ✓ Proof of Ownership
- ✓ Franchise Agreement
- ✓ Fitness Certificate
- ✓ Handicap Certificate
- ✓ Backward Class Certificate
- ✓ Travel Tickets
- ✓ Visas
- ✓ Pan Card
- ✓ Senior Citizen Certificate
- ✓ FORM 16
- ✓ Manuals
- ✓ Catalogues
- ✓ Leaving Certificate
- ✓ Hall Ticket (Examination Center)
- ✓ Company By-Laws
- ✓ Business Proposal/Plan

- ✓ Joint Venture Agreement
- ✓ Confidentiality Agreement
- ✓ Services Agreement
- ✓ Coins/Stamps/Currency/Fabric
- ✓ Employee Handbook
- ✓ Marketing Plan
- ✓ Distribution Agreement
- ✓ Software Development Agreement
- ✓ Appreciation Letter
- ✓ Guarantee Card
- ✓ Janam Patrika/Kundli
- ✓ Warranty Card/Guarantee Card
- ✓ KYC Form
- ✓ Technical Reports
- ✓ Market Research Questionnaire
- ✓ Court Papers
- ✓ Proof of Delivery
- ✓ Exam Test Paper
- ✓ Receipts
- ✓ Hand written documents/notes
- ✓ Dispatch Note
- ✓ Invoices/Challans
- ✓ Import Export Documents
- ✓ Packaging List
- ✓ Environmental Reports

Scanon

Scanning Services

Our regular document scanning service starts as low as 1.00 Rupee per page . This service includes (8 1/2 X 11 OR 8 1/5 X 14), but is not limited to this sizes get in touch for odd sizes and we would be glad to discuss them.

Removal of Staples and Paperclips

Prior to scanning, we go through the files and remove any staples, paperclips, treasury tags etc

Scanning Process

We only use the very best scanners, equipped with ultra-sonic, double feed detection, automated color detection and image processing tools to enhance any poor quality files. We scan your files to your preferred format such as PDF, PDF Searchable, TIFF, JPEG etc. We can scan papers as small as a till receipt right up to A3 as well as large format drawings and plans both in full color and black and white.

OCR Processing

We also offer OCR processing to convert your documents to fully text-searchable PDFs or into a database.

Indexing and Categorization

Once scanned we can then index each scanned document by your preferred choice, for example, File or Document Title, Name, Address, Reference number, date etc.

Quality Checks

We have developed our internal rigorous quality control procedures to ensure that the scanned files meet the required industry standards.

Storage Mediums

The scanned data is normally supplied on CD-R, DVD-R ,USB hard-drive or uploaded through FTP on your servers. When supplying confidential data on discs.

Delivery

Once completed, we deliver your disks using secure post or by hand, if you prefer or host your contents on third party server where you can track the statistics of your content with complete security and avail free storage up to 5GB.





Consultancy

Scanon Consultancy

What is my
market share?

Who are
my customers?

What my
customers want?

Will my
product work



Answer to all !!!

Will my
Ad/Plan Work?

Who are my
competitors



What should be
price of my product



Data Processing

Part -One

Data Processing services include:

Data Preparation: Scrutiny, Data cleaning, merging, and summarization

Coding: Coding teams work on brand coding and open-ended coding either on Ascribe or manually. Manual coding is carried out usually on “question” basis, whereby one coder will code one question in order to ensure consistency of interpretation.

Translation: We provide translation services for most Asian and European languages under the supervision of localization specialists.

Data Tabulation: Scanon analysts have the experience and the capability of handling projects from simple to large-scale, multi-country, multi-wave data collected in different file formats. The team is skilled in handling hierarchical data and complex weighting schematics. Scanon can inter-operate between SPSS, Quantum, and Excel at the data and tab level.





Benchmark Rate Card

Data Entry:-0.75 paisa for 100 characters

Coding :-0.75 paisa Per Question open ended.
:-0.50 paisa Per Brand question

Cleaning :-75% percent of data entry cost

Tabulation : 12\$ to 15\$ per hour



Mustanshir M Motiwala

I have around 12 years of valuable experience in market research and marketing, having worked in leading organizations like Indianet, IMRB, Nielsen, TNS, WNS, Datamatics & Omniworld.

I have worked closely with clients across diverse industries including manufacturing, telecom, automotive, shipping, media, real estate, apparel, agriculture, fishery, travel, hotel, healthcare, retail and diversified groups in India and abroad. My special are of interest is alignment of work force to make change process initiated by these projects more sustainable and provide effective solutions.

I have done Post Graduation Diploma in Environmental Science from Kalina University (Mumbai). Immediately after school pass out; I was engaged in taking independent assignments in diversified industries to support my educational and basic needs.





Document Imaging | | Consultancy



For Attention!!!



Partners & Franchise Enquires Welcomed!!!

Address

Document Imaging | | Consultancy

Burhani Bldg A Wing

#35, 3rd floor, M G Road

Kandivali West

Mumbai-400067

Handset : +91-7738389452

Email us: info@scanon.co.in

Website: www.scanon.co.in

Mon-Fri 06:00 pm to 09:00pm IST

Saturday 10:00am to 05:00pm IST

