



Newgen OmniScan

Scan, Digitise and Deliver



Introduction

The ability to capture documents and convert them into digital actionable data has become increasingly important in order to meet customer expectations, reduce operational costs, improve employee productivity and respond to the ever changing regulatory guidelines. Business critical information may exist in different forms such as paper, office documents and across multiple locations. Organisations need to be able to scan and capture enterprise content, convert it to digital information and leverage this through core business applications like an ECM, BPM or ERP for better decisions.

OmniScan is an advanced distributed document scanning solution for scalable high volume production environment which goes beyond content capture. It accelerates business processes by capturing data and transforming it into actionable business information. OmniScan enhances organisational effectiveness by accelerating the three core areas of enterprise level information capture:

Scan - Enables organisations to securely capture paper and electronic documents at the point of origin from production level scanners and web desktop.

Transform - Streamlines the transformation of captured documents into structured electronic information through automatic document classification, separation, data extraction and validation.

Deliver - Ensures that the information and documents captured and processed are quickly and seamlessly delivered to multiple destinations like ECM/BPM platforms, SAP, Folder etc.

→ Business Benefits

- **Reduction of Operating Cost**
for document handling, storage and manual entry of data through automation of document intensive business processes
- **Resource Optimization**
by elimination of time-intensive and error-prone manual activities, such as document classification, separation and indexing of data
- **Faster Document Processing**
by simultaneously executing bulk scan, classification, image enhancement and extraction, followed by single click data transfer into existing business systems
- **High Quality Data Output**
that cuts down the amount of time and resources needed to verify captured information and ensures more reliable data is available in backend systems for future use
- **Enhance Information Security and Mitigate Compliance Risk**
through an audit trail of the complete document handling process, encrypted communication and user authentication into existing business systems

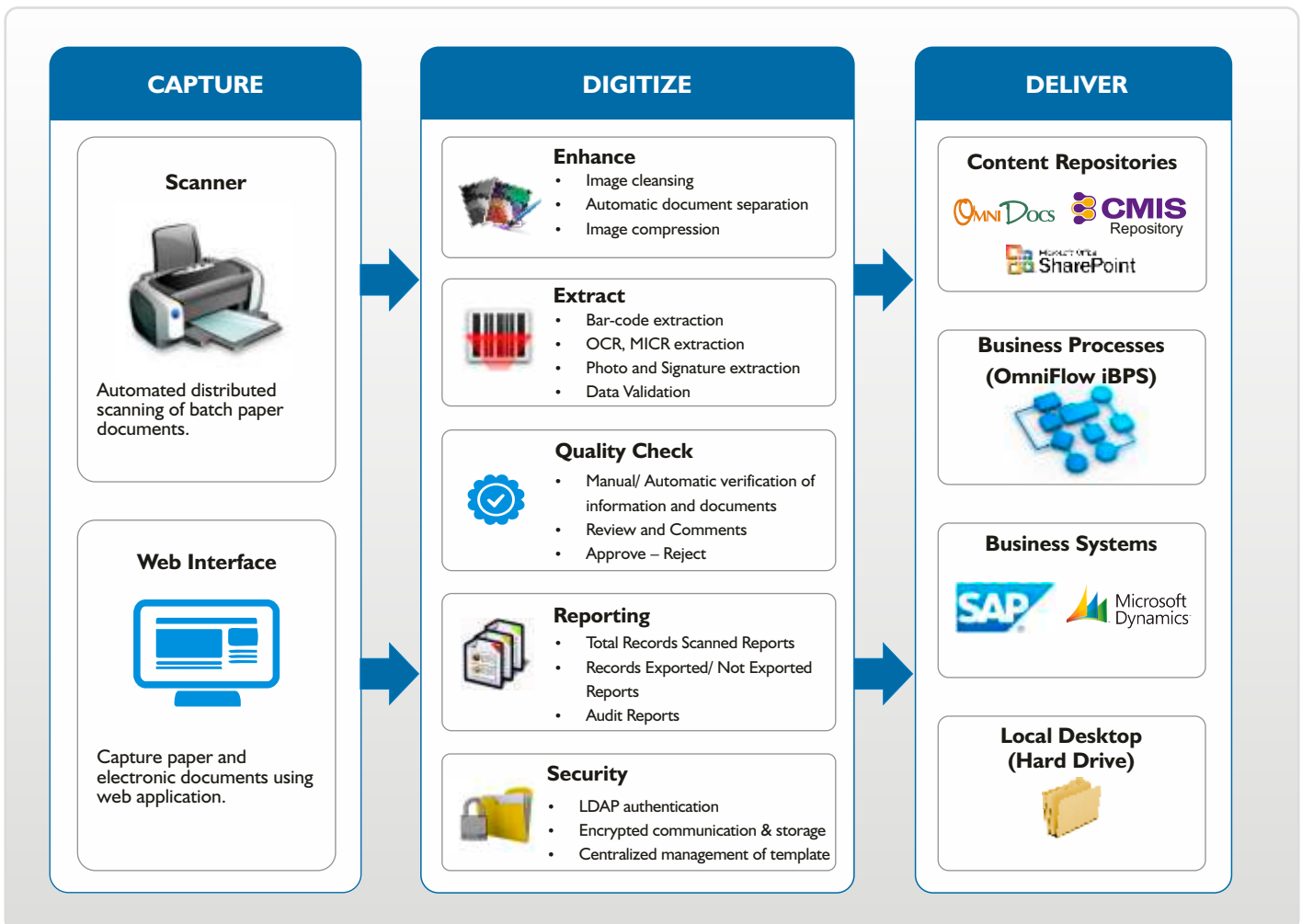
→ Newgen Offerings

→ **OmniScan Desktop**
 Production-grade batch scanning solution that enables users to capture enterprise level content and convert it into actionable data.

- Thick client application
- High volume capture
- Robust and scalable
- Extended functionalities, such as Workflow Capability, Document Quality Analyser and Job Level Search

→ **OmniScan Web**
 OmniScan Web enables users to use web browsers to capture information and documents directly into business systems and processes.

- Thin client application
- Low / Medium volume capture
- Accessible anywhere
- Easy manageability





Information and Documents Capture

OmniScan enables organisations to securely capture paper and electronic documents from scanners and web desktop. It allows users to capture process-specific information for contextual processing of documents.

→ Feature Highlights

- Easy to configure Graphical User Interface (GUI) based template
- Auto separation and classification of documents within a batch based on inserted blank pages, bar codes, bar code stickers, standard form and fixed page separator
- Auto populate index fields using Barcode, Optical Character Reading (OCR) and Magnetic Ink Character Reading (MICR) based extraction
- Image assisted data entry by highlighting the relevant portion of the page
- Automatically detects and crops the photograph and signature from captured documents and saves it as a distinct document ensuring faster processing of documents with multiple images

Document Scanning Support

OmniScan has powerful scanning capabilities which enables organisations to use a wide-range of supported devices easily.

→ Feature Highlights

- Supports all TWAIN scanners
- Cheque scanning for faster and efficient cheque processing
- Duplex and dual stream scanning
- Image Compression schemes to ensure quick data transmission and better utilisation of storage space, while maintaining the required standards of image quality
- Scan different sections of the documents in different resolutions, image types and page sizes
- Supports multiple image file formats (Tiff, jpeg, pdf, bmp, pcx, dcx, gif, jpg)
- Automatically detects page size and colour of the document

Distributed Scanning

OmniScan enables organisations to bypass shipping or mailing of documents before scanning. It gives flexibility to organisation's branch to directly scan and deliver the documents to central office.

→ Feature Highlights

- Distributed scanning with centralised management
- Bandwidth management through scheduled upload of document images
- Reconciliation of documents while uploading

Image Enhancement, Verification and Correction

OmniScan uses Document Quality Analyser (DQA) technology to automatically clean and enhance the quality of scanned images. It also allows users to verify the captured information and correct it before delivering it to destination.

→ Feature Highlights

- Reduces the chance of errors to less than 1% by improving image quality. The system can undertake following image enhancements post scanning:
 - De-skew
 - De-speckle
 - Auto Orientation
 - Black border, blank page, punch-marks and noise removal
 - Auto Cropping
 - Invert
 - Background removal, Vertical line removal
 - Adjust Image brightness and contrast
- Displays scanned images in different zoom percentage along with page by page verification
- Flag incorrectly scanned pages for operator to take corrective actions
- Scan new pages before and after a particular page
- Re-scan badly scanned pages and insert them back in the correct place without scanning the entire batch

Output Delivery

OmniScan ensures that the information and document captured are quickly and seamlessly delivered to defined destinations.

→ Feature Highlights

- Archival of documents in structured folders in local hard drive
- Metadata archival in CSV format
- Job level search in case of local hard disk archival
- Image archived as searchable pdf/pdfa
- In-built adapters to integrate with SharePoint, SAP, BPM (OmniFlow iBPS), ECM (OmniDocs) etc.

Ease of Use

OmniScan allows users to scan, digitise and deliver documents and information with great efficiency. Its user interface is intuitive which even allows a new user to work with great ease.

→ Feature Highlights

- Unified Desktop screen to view and populate the data simultaneously
- Customised view to users for data entry
- Thumbnail view of current record image
- Metadata based search and retrieval of documents
- Multilingual support

Automate Business Workflows

OmniScan enables organisations to automate business processes by creating workflows that offers a set of stages such as capture, verify and export.

→ Feature Highlights

- Leverage typical workflow features like parallel processing of activities
- Guided navigation through stages/exceptions
- Allows multiple users to participate in each stage of a route for processing of scanned documents
- Maker checker control to track changes

“OmniScan propels enterprise wide content management and business process automation needs. It scans capture and delivers information to key business applications.”

Centre of Excellence,
Ikya Human Capital Solutions Ltd.



Security Management

OmniScan is compliant with industry standard security policies. The security and encryption functionality of the system safeguards the information and documents from any unauthorised access.

→ Feature Highlights

- Rights based access to information and documents
- Encrypted communication using HTTPS protocol
- Encrypted storage of information and documents
- Centralised management of LOB use case/template

Reports and Analysis

OmniScan allows organizations to generate various reports to analyse the performance and find system bottlenecks. These reports enable organisations to take corrective actions and improve the overall effectiveness of the system to enhance the customer experience.

→ Feature Highlights

- Records scanned along with associated indexes
- Records exported or not exported to DMS/ Workflow systems
- Documents not received against records
- Root cause analysis for quality related issues
- Audit trails of performed operations

“Newgen solutions have been pivotal to our digitisation efforts. Till date we have digitised over 8 billion documents and have enjoyed intelligent and matchless document scanning and information capture, using OmniScan.”

Leading Life Insurance Player



Configurable Platform:

Scanning solution for Industry Specific Solutions

OmniScan is an advanced document scanning solution which facilitates the development of a wide range of business solutions. Newgen has delivered some industry leading, vertical specific solutions leveraging OmniScan solution.



Banking

- Account Opening
- Loan Origination
- Mortgage
- Trade Finance
- Corporate Credit
- Commercial Lending
- Wealth Management



Government

- Correspondence Management
- Committee and Meeting Management
- Grants Management
- Complaints & Grievance
- Case Management



HealthCare

- Member Enrolment
- Appeals and Grievances
- Claim Management
- Provider Contracting



Shared Services

- Account Payable
- Account Receivable
- General Ledger
- P/O and Requisitions
- Freight Billing



Insurance

- Customer On-boarding
- Policy Servicing
- Claims



About Newgen

Newgen Software is a vendor/provider of Business Process Management (BPM), Enterprise Content Management (ECM), Customer Communication Management (CCM), Document Management System (DMS), Workflow and Process Automation software. The company has a global footprint in over 60 countries with large, mission-critical solutions that have been deployed in Banks, Insurance firms, BPO's, Healthcare Organizations, Government and Telecom Companies.

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