Digitization

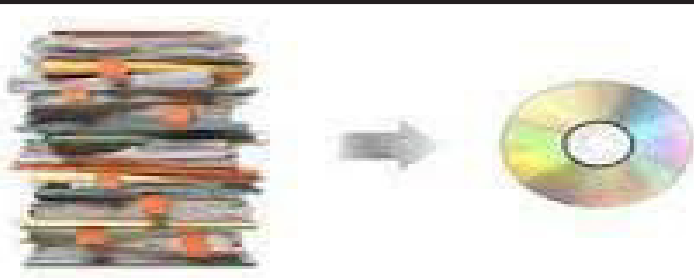Aalekh Nagvekar

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Society e-Print
Digital Booklet Printing

Document Scanning & Digitalisation of Society Office Data

So you're thinking of creating a paperless society ! People understand what it means for a society to go paperless, but members need reasons to understand why a society would do so.

Many projects become very complex. But if done properly and outsourcing to a professional service provider like "**Society e-Print**" can save time, money and frustration. Below are some reasons why a Society should go paperless:

Increased Productivity

It takes an employee an average of 12 minutes to find the paper document they are looking for. With a well-executed digitalization and document imaging plan, this can be reduced to a few seconds or less.Document Imaging allows the stake holder ability to share, collaborate, exchange and access documents in seconds, reducing the turnaround time further increasing the efficiency for your Society day to day operating.

Cost efficient

The cost of printing and paperwork can be exorbitant. It involves various sub costs like equipment management, paper records maintenance and cost of space. Document Imaging with "Society e Print"can help reduce these costs to minimal levels, helping you focus on other areas.

Easy to access and always accessible

Documents that have been converted can be easily accessed through the cloud or system using any device that has internet, anywhere or anytime. OCR techniques along with proper indexing of the data help in searching and accessing the data efficiently saving time and efforts.

Taxonomy and Indexing

"Society e Print" Document Imaging Services will help you build a high level classification for your documents so that you can easily find the documents that have been scanned, Taxonomy is also useful in further refining search results. A well designed Taxonomy will increase your search results.

Enhanced security

A scanned document is trackable document. If needed, only certain users can access the documents and workflows can be set up along with permission groups for an individual, which enhances the security and maintains the confidentiality of the document.

Enhanced Information Preservation

Information stored in paper formats is degradable information, and degrades further every time it is handled manually. Document imaging ensures that your society's most important data is saved and preserved for the future.

Disaster recovery

There is always a risk of disaster, whether it is natural or manmade. Fire, flood, earthquakes or other destructive phenomenon may cause a major disaster for your paper documents seriously affecting your business. Document imaging offers you to have a safe repository of your data which can also be shared on cloud or your local document management system, enabling you recover precious documents with a simple click.

Saves space

Real Estate space is expensive, Eliminating paper storage can give you with more space, reduction in rent, reduced off-site document storage fees or potential to open up a new office.

Stay Competitive

From multinational firms to small organization, digitization has been the mantra of the new age document management. Document digitization efforts have repaid organisations in reduced costs, effecient workflows and satisfied their members.

Environmentally friendly

Document Imaging and overall document digitizing process adds to your green credits and is an environment friendly initiative. It removes the needs of creating multiple backup copies and unnecessary printing, increasing the eco-friendly quotient of your Society.

Digital Transformation

Image scanning is a first step in building a digital transformation plan. Early adoption is the key for organizations to ensure digital success and focus on cost savings and standardization.

Organisations today emphasize on Document imaging as the first step towards digitization. When implemented accurately with the help of an experienced service provide like **"Society e Print"** your society can see patterns of benefits with respect to cost and efficiency across various verticals in the organization. Investment in Document imaging promises many advantages and an exceptional ROI when going paperless.

To,

<u>Sub. : Quotation of Document Scanning & Degitalisation of Society Office Data</u>

Respected Sir,

      As per our conversation regarding the Document Scaning of Office Data I am pleased to submit my Quote for the same as below :

Job Profile   **:**   DOCUMENT SCANING OF OFFICE DATA (as per requirement)
- Members Individual Files
- Property Documents Files
- Assesment & Water Connection Files
- Conveyance Documents
- Correspondance Files
- Annual General Body Meetings - Minute Book
- Managing Committee Meetings Minute Books
- Share Register, Form I, Form J, Nomination Forms
- Society Financials Documents
- Security Deposits, Fixed Deposits of the Society
- Annual Contracts of the Society
- and many more documents as per Society Choice

Scanning Equipement   **:**   HP SCANJET PRO - Document Scanner
HP 72630 Fast Document Scanner
HP Flat Tab Document Scanner

Technical Specification
- Scan Speed : up to 45 ipm (B/W & Co. Scan) - Single Scan
- Scan Speed : up to 18 ipm (B/W & Co. Scan) - Duplex Scan
- 1200 dpi scanning

Scaning Size & Type   **:**   A/4, Legal. A3 Black & White and Colour Scanning

Cost of Scanning   **:**   **Up to 25,000   pages .... Rs. 3/- per page**

                                      Up to 50,000   pages .... Rs. 2.5/- per page

                                      Up to 1,00,000 pages .... Rs. 2/- per page

Operation   **:**   Scaning Equipment will be installed in Society Office and our personel
        will take care of scanning job in your office @ Society's electricity Cost..
                  :   The Data will be stored in Hard Drive or as per your requirement.
                  :   Cost of Hard Drive or Storage Device will be charged seperately

TERMS & CONDITIONS :
1] Advance 25% on approval of Quotation.
2] Balance on Completion of Work.
3] **Documentation Imaging Plan** & **Indexing of Data** will be finalised before comencement of work in
   consultation with Managing Committee after receipt of an advance.
4] Above are the One time Scanning Charges of Existing Data, Updation will be carried out
   as per Society requirement @ additional cost.
5] Data will be handed over on Completion of entire Jobwork after final payment.
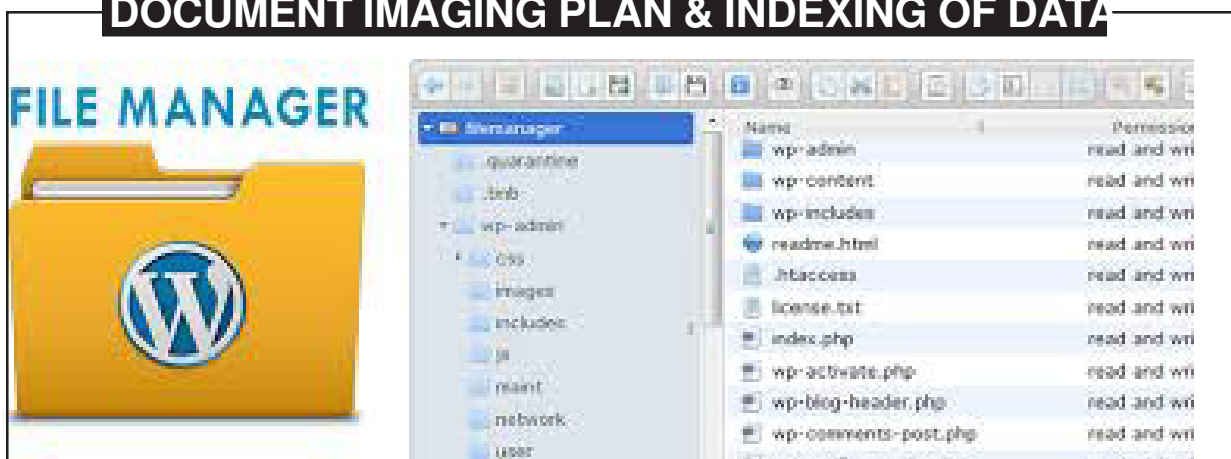

      Thanking you in anticipation

                                                    For Society e Print
                                               AALEKH NAGVEKAR

Softcopy Conversion of Society Office Data in PDF / JPEG

DOCUMENT IMAGING PLAN & INDEXING OF DATA

SECURITY - certain users can access the documents

WORKFLOW can be set up along with permission groups for an individual,

which enhances the security and maintains the confidentiality of the document.