Digitization Solutions
What is “digitization”?

- “Digitalization” is another term!
- Digital conversion is also used alternatively
- Scanning refers to digitization of documents using scanners
- It is the conversion of analog information into digital formats
Methods

- Encoding
- Scanner
- Digital Camera
- Digital Video Camera
- Digital Audio Recorders
- Analog Device Converters
What can be digitized?

- Paper-based information including text, graphics, pictures, maps, and photographs
- Audio materials
- Video materials
- Moving pictures or Films
- Microforms
- Art objects including other 3-D objects
Digitization in Preservation

- Copies of analog copying deteriorates per copy
- Constant analog copying of the original increases the speed of materials deterioration
- Reproduction is the better option
- Copies of digital copying does not loss it quality
- No need to copy the original
- No need for reproduction
Indirect Benefits

- Originals can be located in secure place
- Originals can be moved into an archival facility
- Digital copies can be delivered via Internet
- No need for staff/s in check-in or check-out of documents
- No need for frequent inventory
- Copies can be made in minutes with less effort from staff.
- Time savings can be diverted into care and maintenance of originals
What we offer...

We offer:
- Digitization Services
- In-House (customers’ space),
- Outsource (subcontractor’s space)
- Enterprise Content Management Platform
Document Digitization Process

HARDWARE
- BIG FILES: Cylinder Drum Scanner
- BOOKS: Book Scanner
- MICROFILM: Film Scanner

SOFTWARE
- Electronic File Converting Software

PERSONNEL
- Experienced Personnel in all Document Digitization Process

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Document Digitization Process

Material Picking Up - Collection

Material Preparation

Material Digitization

Steps

Customer

Electronic File Delivery

Material Preparation & Return

Electronic File Creation (Index)
Document Digitization: Why ONEX?

- Handling hard copy with respect and care
- Focus on quality result (index)
- Team Work
- Experience from respective Leading Greek Bank (Eurobank) and one from the country’s top Universities (University of Piraeus) projects
- Exceptional Know-How in the field
- Huge range of co-operations globally
- Optimum quality-cost relationship
Case Study: Eurobank SA (Major Greek Bank)

- Digitization of 131,000 documents / day. Until now we have delivered over 60,000,000 digitized documents
- Outsource service in our Service Center (Biggest in Greece)
- Utilization of the most high-tech Scanners and digitization S/W
Case Study: Eurobank SA

Material Receipt
20-30 bags & 20-40 folders daily

Paper boxes handling
Content, S/N & Expiration Date

Content Control
Type, Dates & Folders

Preparation
Paper Clips Removal, Document Hailing together, Patch Placement

Material Delivery
Delivery & List Signing

Quality Control
Errors Check, DVD Production

Digitization
Documents Scanning in groups of 100-150 and filing into the respective folders

Leading Greek Bank Case Study
The Solution

Enterprise Content Management (ECM)
Main Issues for the Working Processes of an organization is to:

- Increase productivity and reducing costs, reducing the time necessary to understanding and learning activities to be performed;
- Increase the quality, reducing the chance of errors due to oversights and misinterpretations;
- Increase the competence, ensuring a constant exchange of information through mechanisms for distribution.
Issues for Enterprises

Major issue are also contents coming from:

- Paper Files
- Microfilms
- Local Drives
- File Systems
- E-mail servers
- Document Repositories
- Imaging Repositories
- Web Servers
- Business Systems
- Photographs
- Video Libraries
System Description

- Electronic Protocol
- Document Management (certification etc.)
- Procedures (decisions, backoffice)
- Front Office
  - Document Application
  - On-line Applications
  - Access to Organization

Mail – Web Portal – SMS

Administration
System Architecture

Web Portal (multichannel)

Document Management System (DMS)
Business Process Management System (BPM)

BPM Orchestrator

Security Management

Registering Electronic Protocol
Digital Conversation
Digital Sign
E-mail
Interoperability

IT Management

External Systems

Internal & External Users

Web Browser

Console Administrators
System Highlights

- Minimization of bureaucracy
- Documentation & data are easily retrieved
- Prototype documentation remains in excellent condition for later use
- Cost efficiency & minimization
- Application of innovative technologies and systems
- Security
- Adaptation to organizational change
- Ease of use of the material
- Paperless organization (faster processes)
- Rapid response to the customer in case of request
We provide...

- Extensive experience / know-how
- Extensive relative track record - close to 130 million digitized documents
- Cost effective
- Quality - 130 million documents without any claim
- Customized high added-value, turn-key solutions that fully satisfy the customer requirements
- Easy integration with existing systems
- Rapid deployment
- Solutions are delivered in the forecasted time and budget, ensuring top quality
- Provision of extensive training, documentation and know-how transfer
- Full solution lifecycle support and maintenance
- ROI analysis for the clients involving:
  - Supply
  - Installation
  - Integration
  - Modification - Customization
  - Training
  - After Sales Support