

The logo for OmniDocs features the word "OMNI" in a bold, orange, sans-serif font, followed by "DOCS" in a green, serif font. The letters are slightly overlapping and have a subtle shadow effect.

*Imaging & Enterprise Document Management*



**NEWGEN**

*One world. One workplace.*

OmniDocs is an Enterprise Document Management (EDM) platform for creating, capturing, managing, delivering, and archiving large volumes of documents and content. OmniDocs also integrates seamlessly with other enterprise applications and enables these to manage unstructured content.

OmniDocs handles Scanned Document Images, Electronic Documents, Emails and Electronic Data Output from other Applications with equal efficiency and ease.

By integrating this dynamic content with Business Rules, Workflows and People, OmniDocs powers seamless collaboration, communication, and knowledge sharing across and beyond the Enterprise.

## Enterprise Applications of



### Document Image Archival

Conversion of large volumes of paper documents into electronic images for quick retrieval in a distributed environment and their management in enterprise servers. OmniDocs has its own scanning interface and also integrates with third party production scanning tools to enable Imaging. OmniDocs allows seamless and immediate access to imaged documents. Access rights over documents and folders, facilitates wide and controlled access of documents across the enterprise while saving on effort in paper management and physical storage.

### Collaboration Across the Enterprise

Strict deadlines, tight project schedules and cost structure requires information and knowledge to be shared amongst multiple users as quickly as possible especially in a distributed type of environment where project teams are spread across the globe. Efficient project execution also requires expert guidance and references from past projects. Newgen's collaboration platform is built using OmniDocs **collaborative workflow** and **knowledge manager** component and provides a contextual framework for online collaboration including discussion forums, chat sessions, live meetings, and interactive polls where members can engage in a group decision-making process sharing experiences and knowledge and can work collaboratively on different projects. The framework helps organisations:

- Create a single knowledge repository for all documentation, e-mails, discussions etc. around a project/practice for later reference
- Reduce time for project execution with better project management
- Reduce overall cost of the process
- Respond to customer queries quickly
- Share knowledge acquired from past projects and expert guidance from subject experts
- Enhance employee productivity enterprise while saving on effort in paper management and physical storage.

# Enterprise Applications of

## Image Enable ERP, CRM and Core Banking Applications

Associating transactions in the third party application with related documents and images. Making the documents available whenever needed during the transaction. OmniDocs' open API's allow it to link up with almost all available ERP, Core Banking and CRM applications.

## Enterprise Content Management

Extends the scope of imaging to include electronic documents such as contracts, proposals, reports, engineering drawings and Emails for collaborative working. OmniDocs integrates with document creation applications seamlessly and delivers complete functionality of enterprise wide availability, version control, annotations and access control for all forms of electronic content including scanned images.

## Records Management

Records Management is essential for every organization. In the current scenario, enforcement agencies like Securities Commissions, Central/ Reserve Bank and other Government Regulators have become vigilant towards Record Keeping practices at organisations. Records include physical paper documents and relevant Electronic Documents such as Spreadsheets, Word Processor output, Electronically Generated Reports and E-mails etc. Such Records are to be stored and managed in accordance with organisational Record Keeping policies so that they can be located, loaned, referenced and tracked throughout their lifecycle. Records Management Applications not only allow Records Management Policies to be defined and implemented through provision of extensive reports but also help manage paper documents in paper form since it may not be feasible to scan and image all files and papers within an organisation. The OmniDocs Records Management plug-in extends OmniDocs' document management capabilities to enable all Records Management functions for both electronic and paper records as outlined above.

## Knowledge Management

Linking people and teams to associated documents. KM requires a comprehensive role based framework and the capability for Knowledge & Expertise search and re-use. Documents, Images and Emails contained in OmniDocs can be linked to employees and searched through the front end KM application or **Employee Portal**.

## Business Process Management through Integration with Workflow Systems

A 'Business Process' is a complete and coordinated thread of all serial and parallel activities needed to deliver a specific business result. Business Process Management seamlessly integrates these series of activities based on Business Rules. It also links activities to people or technologies performing predefined Roles. OmniDocs provides the basic infrastructure to enable a Workflow system to process, archive and refer paper records, electronic documents and forms.

## Egovernance

### File Tracking

Government Organisations require a solution for tracking the files as they move up the hierarchy. Newgen Whitehall System built on top of OmniDocs emulates the look and feel of files. The collaborative workflow helps route files through the hierarchy for collaborative decision making and tracking.

### Public Grievances Handling

Public Offices need to manage customer complaints and respond to them in a timely and organised manner. Newgen OmniDocs helps Governments to route grievances through the hierarchy for resolution. These grievances can be tracked to the current status, enabling a more responsive organisation. Integration with the official website allows tracking and monitoring to be extended to citizens through the Internet.

## OmniDocs Knowledge Manager

The OmniDocs Knowledge Manager is an add-on component to the OmniDocs engine. The Knowledge Manager enables classification of an organisation's knowledge base using a Knowledge Map and allows creation of Corporate and Individual Knowledge Repositories.

### Key Features

- Knowledge Map
- Individual and Team Knowledge Spaces
- Expertise Management & Skill Tree
- Comprehensive Search
- Documents, Discussions, Q&A's, and Chat Sessions as Knowledge Elements
- Definition of Knowledge Management Roles & Responsibilities

## OmniDocs Collaborative Workflow

The in-built workflow engine of OmniDocs allows collaborative working on documents in a secure environment. The workflow can be configured around an Adhoc or a Predefined route. The Workflow supports automated processing, tracking, approval and signing of online forms through PDF-form based components. With strong search, reporting and monitoring capabilities, OmniDocs workflow is capable of handling almost all simple intra/ inter department workflow tasks such as approvals, requisitions, grievance handling etc.

### Key Features

- Sequential and Parallel Routing
- Time-based and Event-based Reminders
- Collaboration on a Work item through Shared and Secure Notes
- Escalation and Notifications
- Track sheet for Event Logging and Audit Trails
- Task list for each user
- Refer work items to experts for reviews and comments

## OmniDocs Records Manager

The OmniDocs Records Manager is available as a component to the OmniDocs Document Management Engine. The Records Manager is DoD 5015.2 compliant and enables OmniDocs to manage all forms of organisational records like Physical Paper, Emails and Electronic Documents according to laid down organisational Records Management policies. The Records Manager is essential for companies in regulated environments like Pharmaceuticals, Clinical research, Accounts and Audit etc. and for Legal and Finance departments across all companies.

### Key Features

- File Plan for Classification
- Count and Time based Cutoff and Rollover
- Request and Loaning Facility
- Support for Barcode and Consignment Preparation & Tracking
- Box Support for Storage
- Policies for :
  - Transferring paper documents from active to inactive locations and finally disposition
  - Electronic media retention and disposition
  - Printing electronic documents and managing both electronic and paper copies



## Enterprise Document Management Suite Components

### OmniDocs Web Content Manager

Plug in for OmniDocs for publishing documents and content onto the Web.

### OmniCapture Production Scanning Tool

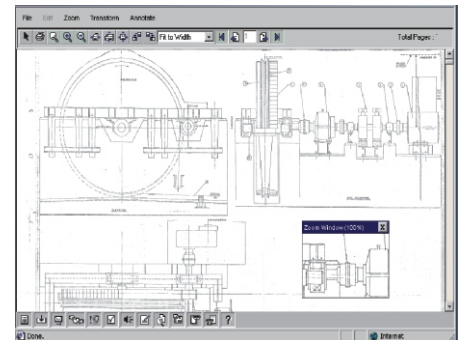
A Windows based client application for Production-level scanning, indexing and automatic filing into OmniDocs.

### OmniAcquire Offline Document Acquisition Tool

A Messenger-like tool that provides ODMA support and document capture through Print and Email redirection.

### Engineering Drawing Archival, Viewing and Conversion Tool

An add-on component to support Engineering Drawing Management.



### OmniDocs CD Viewer

Component that allows documents and images to be distributed on a CD along with a document viewer.

### OmniReports & SmartStatements

Enterprise Report Archival and Distribution + Publishing desktop for Web & IVRS access to computer generated statements.

### ERP Connector

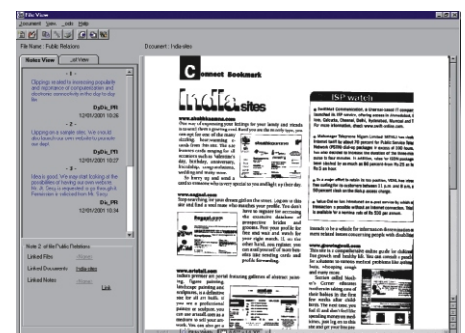
A server-side tool for integration with ERP systems such as SAP .

### Whitehall Filing Tool

A file tracking system, suitable for E Governance applications. Mirrors the movement of a physical file with an attached note sheet.

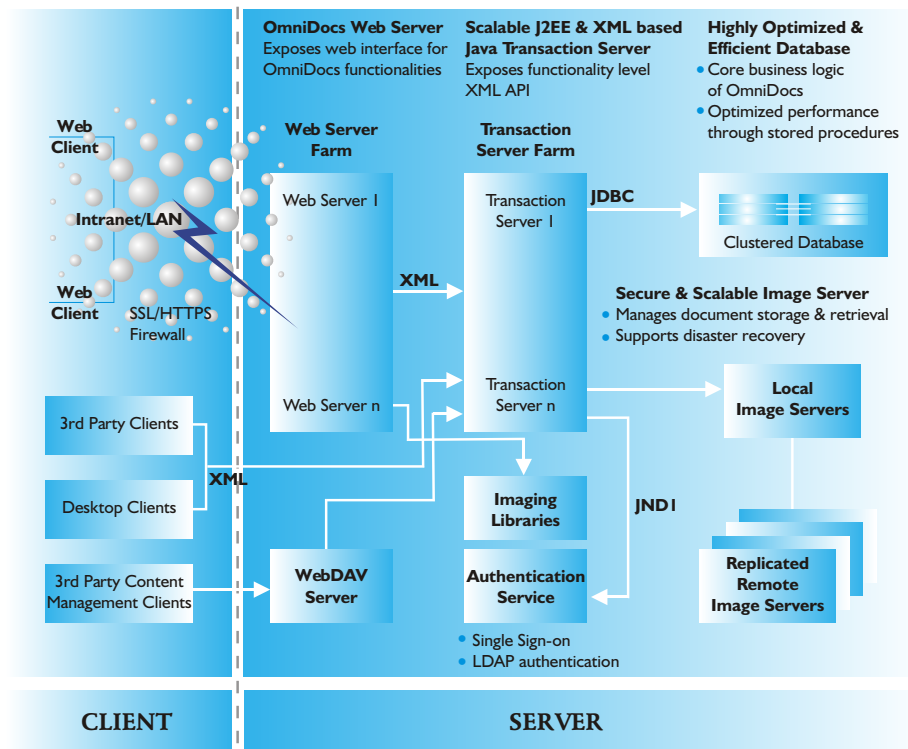
### Image Enabler

A connector that integrates existing 3rd party business applications with OmniDocs.



# OmniDocs Architecture

Built around a robust industry-standard n tier J2EE architecture with native XML capabilities OmniDocs provides unmatched Scalability, Integration Capability and System Availability.



Starting with a single server deployment for a workgroup/ department, OmniDocs can be easily scaled up to work for a Multi-location enterprise by deploying multiple Transaction Servers, replicating Image Servers and load-balancing Web Servers.

OmniDocs has easy to use XML API's and Web-Services interfaces to facilitate integration with other business systems like Workflow, Records Management, ERP & CRM applications.

## Minimum System Requirements

### Server

#### Hardware

Server Grade Machine, 512 MB RAM, 20 GB HDD

#### Software

**OS:** Windows: NT server, 2000 Server, Adv Server, 2003 Server / Sun Solaris / AIX / Redhat Linux.

**Database:** Oracle, SQL.

**Application Server:** JBOSS, BEA Weblogic, Websphere, Oracle 9iAS.

**Web Server:** Apache, Websphere, iPlanet.

### Client

#### Hardware

Pentium, 64 MB RAM, 2GB HDD.

#### Software

**OS:** Windows: 98, 2000, XP, NT.

**Other Software:** MS Office 2000, IE 5.5 or above, Netscape 4.5 or above.

## OmniDocs - Key Features

CFR-21 compliant

Unified repository for all documents and folders across the organization including electronic files, paper images and physical documents.

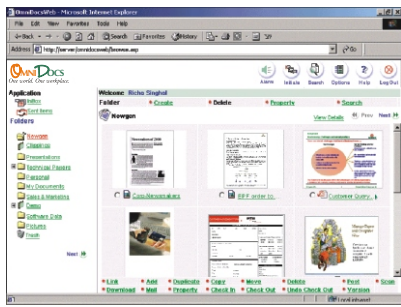
Comprehensive document Scanning, Indexing and Storage.

Seamless acquisition of Electronic documents from MS Office Applications.

Indexing on custom fields at Folder and File level.

Comprehensive and easy to set Access Rights control at Folder Level with inheritance.

Specific rights at document level for sharing.



Full text, Fuzzy, Inflexion and Parametric search.

Annotations on Image and Electronic documents.

User rights on annotations.

Document Check in, Check out & Version Control.

Collaborative Workflow for efficient document processing.

Extensive Reports and Audit Trails.

Security through support for Https, PKI and Biometric Integration.

Server Replication for low bandwidth consumption at multi location installations.

Server clustering for enterprise-class Scalability.

Unicode support and Localization kits for English, Hindi, Arabic, Chinese, Thai &

## OmniDocs Benefits

### Customer care

Immediate access to all customer records. Lower turn around times for addressing account related queries.

### Application handling

Higher productivity in handling applications submitted across varied channels (E-mails, Fax, Paper Documents etc.)

### Sharing & Collaboration

Improved project management with collaboration around project documents and Emails. Re-use of information in past projects. Seamless document sharing within the enterprise and with Partners & Vendors.

### Process automation

From paper to electronic management and flow of documents for streamlining and automating key paper based processes like Vendor/Distributor invoice management, purchase process management etc.

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Newgen Software Technologies Ltd. is a leader in the field of Business Process Management and Enterprise Document Management. The company is highly focused on Workflow, Document Management & Imaging technologies with an experience of over 10 years and more than 400 people working in these areas.

Newgen is CMM4 certified and has over 500 product installations across the globe.



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