



OmniDocs

Contextual Content Services Platform

Newgen's OmniDocs Contextual Content Services (ECM) platform helps in creating, capturing, managing, delivering, and archiving large volume of documents. OmniDocs provides a highly scalable, unified repository for secure storage and management of enterprise content. It provides access to enterprise content directly and via other business applications through seamless integration.

The platform provides a centralized repository for enterprise documents and supports rights-based archival. It supports centralized and distributed scanning with policy-based document uploading. Furthermore, it manages documents end-to-end through record retention, storage and retrieval policies. And, supports exhaustive document and folder searches based on date, indexes, and general parameters as well as full text search on image and electronic documents.

Document Acquisition

Scan/Capture

- Comprehensive system for high-speed scanning, document separation, and indexing
- Supports TWAIN and ISIS scanning
- Rule/policy-based upload to central repository for bandwidth and time optimization
- Production-level scanning through OmniScan
- Web-based scanning
- Scanning of multiple pages into batches for automated/manual processing
- Supports standard image operations, such as deskew, despeckle, rotate, invert, etc.
- Zone-based optical character recognition (OCR) for automatic indexing
- Automatic data extraction using OCR, magnetic ink character recognition, and barcode
- Exporting of scanned batches into CSV
- Comprehensive reports and audit trail

OmniDocs Mobile

- Anytime-anywhere document capture and uploading
- Extensive features such as image cropping, rotation, perspective correction, image compression, etc. for improving the quality of the captured image before uploading it to the repository
- Optimized disk space utilization with controlled and validated file uploading
- Easy access to multiple folders or documents through the Favorites tab
- Light OmniDocs mobile app for better performance in slow network
- Uploaded documents can be verified on-the-go, and the checker can take necessary actions through the OmniDocs mobile app
- Available on both Android and iOS with support for the latest Android 11 and iOS 14.5 versions
- Supports the latest OWASP guidelines for security features

Document Acquisition from Other Sources

- Tight integration with MS Office for document capture
- Supports rule-based mail archival, based on sender ID, subject, or a combination of both
- Uploading of documents to OmniDocs through Office 365 desktop app or Office 365 Web
- Readymade SharePoint adapter for uploading documents
- File import services for bulk document import
- Support for HTTP/FTP based document uploading

Document Archival

Document Archival

- Central repository to store documents that can be accessed and shared by multiple users across departments, locations, or enterprise
- Classification of documents into folders and sub-folders
- Creation of user-defined data classes with multiple user-defined indexes of various data types

Document Processing

- Omni Process, a maker-checker framework that allows processing of transactions uploaded through OmniScan
 - └ Uploading and minimal indexing by the maker
 - └ Quality checking, verification, and processing at the checker step
- Centralized indexing and distributed scanning
- Archival in respective folders of OmniDocs and records management system, based on the workflow

Document Management

- › Document check in, check out, and version control
- › Comprehensive folder and document level operations, like move/copy, forward, print, download, etc.
- › Access permissions on folders, documents, and data classes
- › Document and folder sharing with various level of rights, like view metadata, view content, create, modify metadata, modify content, delete, annotate, print, etc.
- › Supports storage of PDF, JPEG, TIF, DOC, XLS files, etc.

Records Management

- › Managing and tracking of physical location of documents
- › Record cutoff, retention, and disposition policies
- › Policy-based filing and archival structure
- › Management of physical records and media
- › DoD 5015.2, VERS, and NRAA certified
- › Extensive reports and audit trails
- › Comprehensive search on file-plan and records, based on general properties such as date range and meta-data fields

Easy Search Capabilities

- › Simultaneously search documents, folders, and media files
- › Supports searching based on the metadata tagged with the documents, folders, and content
- › Apache-manifold crawler crawls data from the database and leverages the elastic search server to perform easy search
- › Supports various types of searches as Fuzzy search, Proximity search, and Phrase search
- › Different types of views, such as list view, thumbnail view, and detailed view, are available for displaying search results
- › Filtering available on the facets, generated for the search
- › Meta data filters of dataclass, global index, keywords, notes and annotations, etc. are available

Security and Rights Management

- › Support for data and password encryption
- › Extensive audit-trails at user, folder, and cabinet levels
- › Support for SSL/HTTPS for secure transmission
- › Access permissions on folders, documents, and data classes
- › Multiple levels of access rights (view metadata, view content, create, modify metadata, modify content, annotate, print etc). Option to set expiry time on the rights assigned to users
- › Whitelisting to sanitize every input value based on the parameters approved in the application
- › Checkmarx to review the static code
- › Framework for two-factor authentication

Full-text and Metadata-based Searches

- › Exhaustive document and folder searches
- › Searching based on metadata, like dataclass, global index, and keywords
- › Searching for documents or folders based on profile information, such as name, created/modified date, etc.
- › Full text search on image and electronic documents
- › Boolean and complex logical searches for advanced searches

Retrieval

Web Desktop

- › Exposes all standard OmniDocs features through web interface
- › Easily work from remote locations without installing any client components
- › Easily accessible through any standard web browser
- › Supports viewing image documents through an inbuilt HTML5 based platform independent viewer
- › Support for document print, copy, and download
- › Office documents archived in OmniDocs can be opened using the office connector

Integration

Integration Toolkit

- › Application for configuring external systems to support image enablement through Web API
- › Generation of integration code for integrating the system with external applications
- › Various integration options are available for document view, folder view, etc.
- › Integration through Web API, resulting in zero coding efforts
- › Native API's and rest web services available for integration with third-party systems

Collaboration

Document Routing and Collaboration

- › Supports user-to-user document routing
- › Support for adding notes on documents
- › Notesheet for viewing notes of a document through a single user interface
- › Support for annotations
- › Secure external sharing of content
- › Seamlessly integrates with Microsoft 365 applications like Outlook, Word, Excel, PowerPoint, and MS Teams for bi-directional content sharing

Administration

Repository Management

- › Support for web-based administration
- › Creation of folder structure, users, groups, roles, and metadata, like data class, global index, and keywords
- › Archival and purging
- › Rights management on individual folder, document, and cabinet level
- › Configuring of workflow and search related activities

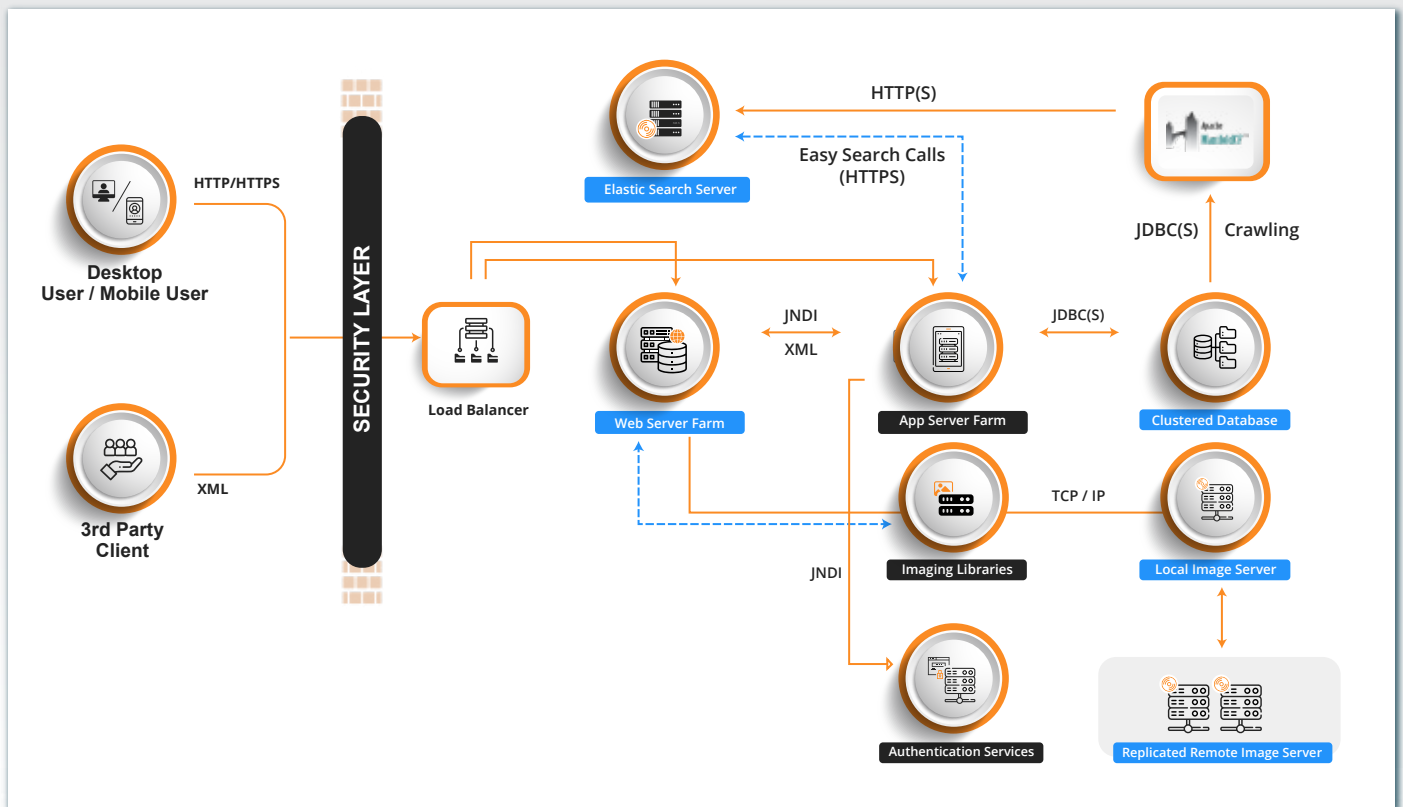
Personalization and Customization

- › Personalization of the repository per user needs
- › Flexibility to choose any one of the tabs as the landing page
- › Flexibility to create custom tab for the web module, custom tile for the admin module, and configure custom operations on documents and folders
- › Flexibility to choose from different color themes for both admin and web modules

OmniDocs Dashboard

- › Intuitive dashboards for knowledge workers, OmniProcess users, and senior management
- › Pre-defined widgets like recently accessed documents, favorites, alarms and reminders, checked-out items, completed and pending tasks, summary of actions performed on documents, etc.
- › Different layouts per the number of widgets selected
- › Option to add new dashboard and custom widgets

OmniDocs™ Architecture Diagram



User and Group Management

- User group creation
- Support for roles
- LDAP/SSO support
- Assigning privileges/rights for user group
- Maker-checker feature for user group operations
- Flexibility to extend user properties for various users of the system

View

- Supports viewing and annotating image documents through HTML5 based viewer
- Automatically save annotations
- Supports standard viewer features like zoom-in, zoom-out, rotation, etc.
- Support for thumbnails
- Integration with Wowza to support streaming of audio/video files

Reports

- Comprehensive reports for user-listing, group-privileges, dormant users, etc.
- Document and folder creation reports
- Audit trails for document and folder operations
- Summary and detailed reports

Configuration and Tailoring Support

- Highly configurable user interfaces for tailoring GUI per business needs
- Configurable look and feel to align with enterprise's GUI standards
- Supports English and Arabic languages
- Localization kits for various languages
- Operating System: Windows and Linux
- Application Server: JBOSS, WebLogic, WebSphere, and WildFly
- Database : MS-SQL, Oracle, and PostgreSQL
- Browser: Google Chrome, Internet Explorer, Safari, and Mozilla

Metadata Tagging and Management

- › Metadata tagging in the form of dataclass, global index, and keywords for quick retrieval of documents and folders
- › Various validation types for different field types of dataclass and global index
- › Validation of field values from third-party systems
- › Marking of fields as hidden, read-only, and editable for securing the fields
- › Defining a range check, format check, and uniqueness for the metadata fields
- › Dual authorization scenarios for user group operations (e.g. maker-checker)
- › Extensive audit-trails at user, folder, and cabinet levels
- › Detailed audit trails with specific date, time log, old/new value, etc.
- › Support for information rights management through integration with Seclore

OmniDocs on Cloud

- › Supports Microsoft Azure and Amazon cloud
- › Storage of documents/content on S3 site/Azure blob and HCP site
- › Storage of metadata, related to the application, on cloud database
- › Supports video streaming on both Amazon and Azure cloud
- › Multipart uploading on Amazon and Azure cloud. It Allows users to upload a single object as a set of parts
- › Document archival using low cost storage services like Glacier and Deep Glacier in case of Amazon cloud

OmniDocs Microservices

- › Containerized microservices, including authentication, folder, document, image server, user management, and metadata services, for integrating OmniDocs with third-party applications
- › Ability to scale a specific service/function instead of scaling the entire application
- › Support for automatic deployment and scaling of containerized applications using Kubernetes
- › Ability to deploy and upgrade services, reducing deployment and troubleshooting turnaround times
- › Available on AWS and supports MS SQL database

Designed for Distributed Deployments

- › Support for multiple image servers connecting to single or multiple databases
- › Support for replication between remote or local image servers
- › Replication scheduler
- › Managing caching, online, and offline archival
- › Support for managing high-volume systems through offline and online devices
- › Storage and retrieval of all types of image and non-image documents
- › Supports clustering and disaster recovery
- › Supports LAN, WAN, and Internet environments

Solid Imaging Backbone

- › Inbuilt OmniDocs imaging libraries for super-fast image processing
- › Supports image enhancements, recognition, compression, conversion, etc.
- › Support for multiple file formats-TIF, GIF, JPG, JFIF, BMP, DIB, PCX, DCX, and HTML (through OmniXtract)
- › Supports data extraction through OCR, ICR, MICR, OMR, and Barcode
- › Available on Windows, Linux, and UNIX



About Newgen

Newgen is the leading provider of a unified digital transformation platform with native process automation, content services, and communication management capabilities. Globally, successful enterprises rely on Newgen's industry-recognized low code application platform to develop and deploy complex, content-driven, and customer-engaging business applications on the cloud. From onboarding to service requests, lending to underwriting, and for many more use cases across industries. Newgen unlocks simple with speed and agility.

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AMERICAS: +1 (202) 800 7783
CANADA: +1-202-800-7783
AUSTRALIA: +61 290 537 174
INDIA: +91 11 40773769
APAC: +65 3157 6189
MEA: +973-1-619-8002, +971 44541365
EUROPE: +44 (0) 2036 514805

info@newgensoft.com
www.newgensoft.com

