




### Does our Office need Digitisation?

Yes, it does.

In fact, the situation is alarming -

Do you know that when you invest in Digitisation, you actually start saving on-Zerox Copies, Postage, Insurance, Stationery, Pest Control, space, time and money apart from many other things.

 [Brochure \(PDF Download\)](#)

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### Yea, we do need these savings. But how exactly the savings are achieved?

Instead of taking a zerox copy (or copies), you can quickly send any number of digital copies (cost almost zero) over the network. Send the copy by email. It saves on Postage. It saves time. It's faster, safe and reliable. Instead of piling paper documents in the drawers or trays, they are always safe if stored in the hard disk of your Laptop or PC. About 5000 paper documents (about 10 Box Files) can be stored on a single CD or even your encrypted Pen Drive. It saves space, eases mobility, controls furniture cost and minimises maintenance like Pest Control. To achieve these advantages, simply digitise your paper documents.



### Who will digitise our Documents? They are in thousands.

Pujasoft Technologies Private Limited, an ISO 9001 - 2008 certified Company based in New Mumbai, provides Digitisation Services. These services are popularly known as 'Document Management Services', or DMS. Simply send an email to [info@pujasoft.net](mailto:info@pujasoft.net) or sms to 9987642791, or just click and fill the enquiry form linked on this page. Pujasoft executive will contact you with further details



**What about the confidentiality and security of documents? Our Office can not allow the papers to be sent out for digitisation. How is this aspect taken care?**

No document is needed to be taken out of your Office. The digitisation is undertaken at your Office only. You have to spare just a small area in your Office. Pujasoft's trained staff works in that area/room under your supervision. The documents are sent back immediately as soon as they are digitised.

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**How does the Digitisation Process work?**

Pujasoft arranges all the sophisticated equipments, scanners, computers etc. needed for the Digitisation at your Office. The Pujasoft's experienced staff very systematically, carefully and speedily digitises the documents. A single unit of Pujasoft, digitises approximately 2000 documents in a shift of 8 hours. Multiple units are employed if the number of documents, is higher.



**What about bound books? Registers? Do they need to be unbound? If so, then that is very inconvenient.**

No need to set loose any thread of any binding. No page of the bound volumes, books or registers, is torn or separated. Pujasoft uses sophisticated Book Scanners which are specially provided for the scanning of bound material.



**What, on top priority, is generally recommended for Digitisation?**

All important old documents with historic importance, like letters, newspaper clippings, photographs, minute books of Board Meetings, diaries, manuscripts, agreements, legal docs etc. are generally on top priority. Apart from that, the old documents/files you wish to discard (and probably destroy) for freeing the space, are recommended for Digitisation as they have some specific reference value. By Digitising you destroy material and free space but preserve and keep alive the reference forever. Annual Reports Collection (serially, in Volumes decade by decade), Spoiled (by pests, water, ageing or wear and tear) but preservable rare books in your library are worth Digitising. Such material can be stored in Ebook format. Photographs, stored as Digital Albums are more handy and lively.

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**Fine.. What about accessing the Digitised documents? There are hundreds of files and thousands of documents. How fast will we be able to search and access them?**

SEARCH is one of the extremely important features of Digitisation or Document Management System. You have a Google like search facility. Just type the Keyword and hit Enter to get the Search Results on that Keyword/s. If the files are stored on a Server or Network, you can straight away click the Document title to open the document. When it is on a CD/DVD it shows the exact location of the file/document so that it can be browsed quickly..

**Is Digitisation permanent? Or, does it need any renewal or re-digitisation after some time or some years? Does it become redundant or obsolete or unusable for any reason? Does it need any maintenance?**

Digitisation is a digital data. If stored and handled carefully it has an extremely long life. The preservation can be even for 100+ years. It however needs some maintenance. Media (like Floppy, CD, DVD, Blu Ray Disc etc.) tend to become obsolete and outdated. If, today, you have some data on a old styled 5.4" Floppy, you will not be able to read that if you don't have that particular Floppy Drive. Data may be alive in the Floppy but the device to read may not be available. To avoid such problems, you can keep a copy of the data on Server and the Backup can be kept in the workable and up-to-date Media. Multiple Backups can be kept at different places/locations, so that if a particular Backup set becomes unusable due to Fire, Sabotage, Theft or any such calamity, another Backup at some other location, will always be handy.





### How secure is the Digitised Data?

Digitised data is preserved with full Encryption. With this protection the Data Security is absolutely ensured. No unauthorised person can ever read the data. Additionally, the CDs/DVDs containing Digitised Data are always Password Protected. There is absolutely no need to worry about the security of Digitised Data.

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### Can an Office with multiple branches, departments or regional centres, make the Digitised Data available over the Internet or Intranet?

Absolutely. Pujasoft has designed a special Software called **Document Banker Pro** which can be installed on your web server, and can be accessed using the Passwords at any Branch or Regional Office globally. The software is very user friendly. The Branches can scan their documents and upload the Digital Copies using Document Banker Pro. The uploaded Digital Document can be made available using various options made available by the software. If the Document is very sensitive, only high level Password holders will be able to access it. Even uploading of Documents is subject to Screening and Approval by the Management. Document Banker Pro is the comprehensive and user friendly DMS software for any business. .



### Does Pujasoft arrange for the Installation and Maintenance of Document Banker Pro over the Internet or Intranet?

Yes. Pujasoft can provide complete support for this. Multi-Offices, Multi-branches or Multi-department setup of Document Banker Pro is managed by Pujasoft engineers, and an online as well as phone support is always available. Use of this software needs no or very little training. Moreover, printed copy of the User Manual and comprehensive Help is always available on Pujasoft website.



### Does Pujasoft undertake complete Turn-key project?

Yes. Pujasoft undertakes complete Turn-key project. That includes Scanning and Digitisation of Documents, Supply of DMS software Document Banker Pro for all Departments/Branches/Regional Centres etc. on national or international level, provision of a powerful multi-Terabyte server for hosting the Digitised documents, Maintenance of the Server/s and complete Service Backup for smooth administration of DMS. Please contact us for further details.



### Are the large format documents undertaken for Digitisation?

Yes. Pujasoft undertakes Digitisation of Maps, Drawings, Blue Prints, Posters, Broadsheet Newspapers etc.