

MALAF Archive

MALAF ; which means file in Arabic, is a solution for capturing documents to the Office 365 SharePoint Online. It is a desktop application, which is integrated with office 365, WIA, and TWAIN scanners. MALAF includes OCR engine, and image processing tools along other features in the archiving cycle

Document Management in SharePoint, along with MALAF's features will enable a corporate to control the lifecycle of documents from scratch; starting from papers, to review, to distribution and retrieval.

MALAF
Way to archive

**Capture
Arabic and English
Documents to
SharePoint**

SteadyPoint

Founded in 2011, SteadyPoint is a leading Microsoft services provider specialized in SharePoint, Project Server and Office 365 solutions.

We help our customers capture the real value of their organization by providing the following services:

- Intranet portals
- Document and file Management
- Team collaboration management
- Enterprise search
- Business intelligence
- Content management
- Process automation
- Enterprise Project Management

Capturing

MALAF supports capturing documents from:

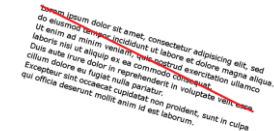
- **Scanner**
You can scan images from TWAIN-compatible scanners. TWAIN is a standard protocol which provides support for high-speed scanning, multiple operating system platforms; including Windows, classic Mac OS, macOS, and Linux
- **Hard Disk**
MALAF also provides the ability to upload files from local device and sync it to Office 365. It also supports Drag and Drop capability for easier upload



Image Processing

Before starting the process of data extraction, the image quality should be improved to a certain level. During the scanning process, MALAF performs image processing to remove any potential defects while preserving the content as it is.

- Auto Naming
- Correct Skew
- Binarization
- Page Size



Separation

MALAF supports multiple methods to separate multiple individual papers and combine them into one file. Use of the appropriate method depends on the following factors:

- Custom Separator Sheet
- Barcode Separation
- Metadata Separation
- Per Number of Pages



Data Extraction

MALAF uses OCR engine to extract text from scanned images. It supports Arabic, English, and Mix of both languages.

Validation

MALAF contains a validation module to validate the quality of extracted data and manually filled data using two techniques.

- **Metadata Validation**
Define validation rules for each metadata column
- **Document Validation**
Validate overall captured documents in terms of size and number of pages
- **Manual Validation**
After validating the documents by engine, archiving personnel can navigate the files, check, and then fix the violated rules manually if necessary.

Upload to Office 365

Upload all documents to Office 365 SharePoint Online for archiving, collaboration, and most importantly retrieval when needed.

Most SharePoint column types are supported; such as text fields, text areas, number, date, choice and lookup.

Contact Us

SteadyPoint
Palestine
Ramallah, Al-Balou'

info@steadypoint.net

Visit us on the Web:
www.SteadyPoint.net