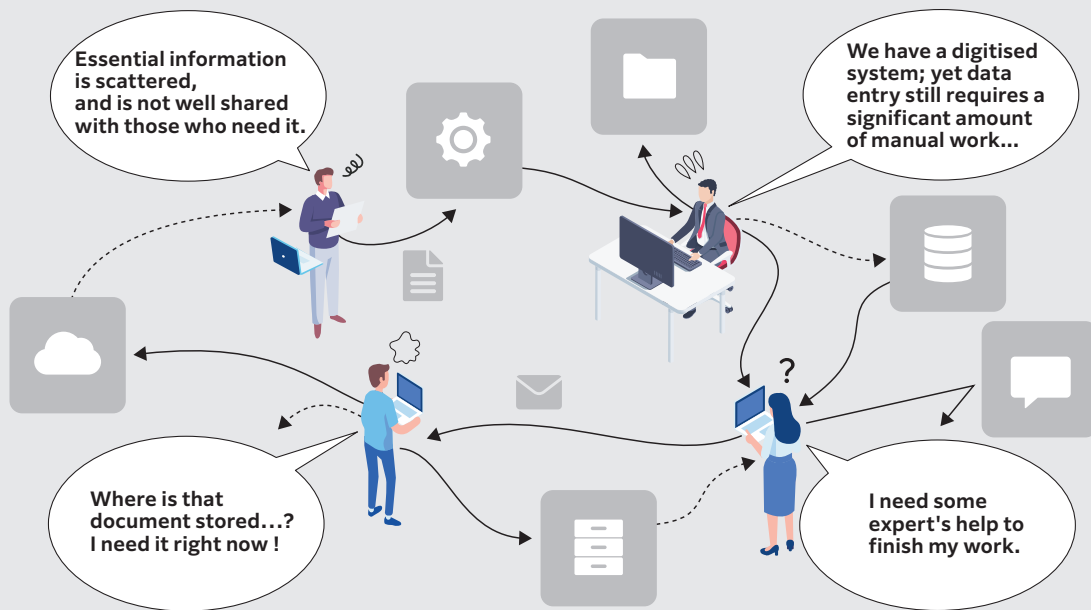# FUJIFILM
Value from Innovation

Integrated work process transforms your workstyle

FUJIFILM IWpro

Can you relate to or encounter similar challenges when it comes to the digitalisation of work?

Essential information is scattered, and is not well shared with those who need it.

We have a digitised system; yet data entry still requires a significant amount of manual work...

Where is that document stored...? I need it right now !

I need some expert's help to finish my work.

Today's workplace is digitised, yet there still exist many manual tasks, which result in rework, duplication, and errors.
This is because different workflows and systems are operated separately, and the gaps between them need to be connected manually.

FUJIFILM IWpro is your one-stop solution !

I can easily share information and collaborate as a team !

Productive

Data input is hassle-free!

Streamlined

FUJIFILM IWpro

I don't have to search everywhere for documents anymore!

Efficient

Easy to operate, so I do not need to get helped !

Smooth operations

FUJIFILM IWpro empowers businesses to conquer the barriers of digital transformation.

FUJIFILM IWpro is an all-in-one secure platform solution for business digitisation, provide workspace for collaboration, workflow optimisation, efficient document management of metadata and documents, and versatile cloud-based printing capabilities.
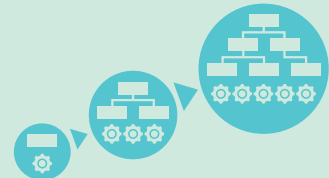
ONE Collaboration Platform

Streamlines information and tasks, reducing individual dependence. Empowers teams to work together more efficiently and effectively.

CHANGEABLE processes

Without special IT skills, and without big changes on current systems and external communication method.

EASY to Start

Easy operations by minimising manual work between systems. Best solution for work process with various documents and data.

With anyone, from anywhere. Transforming work style through connections.

Connecting People   Connecting Processes   Connecting Information   Connecting Places

**FUJIFILM IWpro**
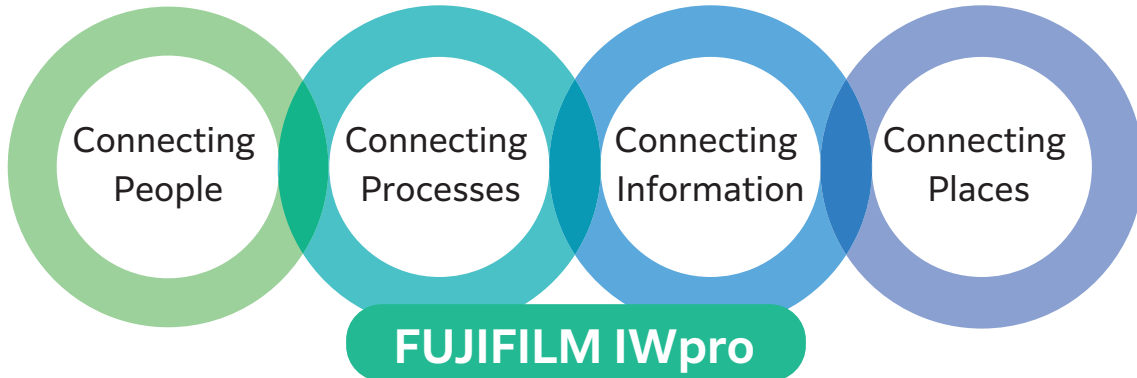
Centrally Manage Information on the Cloud

Documents are automatically imported, converted to digital data and managed on the cloud.
Job status and progress can be shared among team members. Linkage with the currently-used business system is available.

A Workspace for Everyone

"Workspace" is a collaborative area for everyone to share documents and information. You can easily manage, edit, store, and print documents with easy operations.

Connecting People

Creates a synergetic space where everything and everyone gathers, promoting both internal and external collaboration.

Workspace

Workspace List

Tray / Personal Postbox
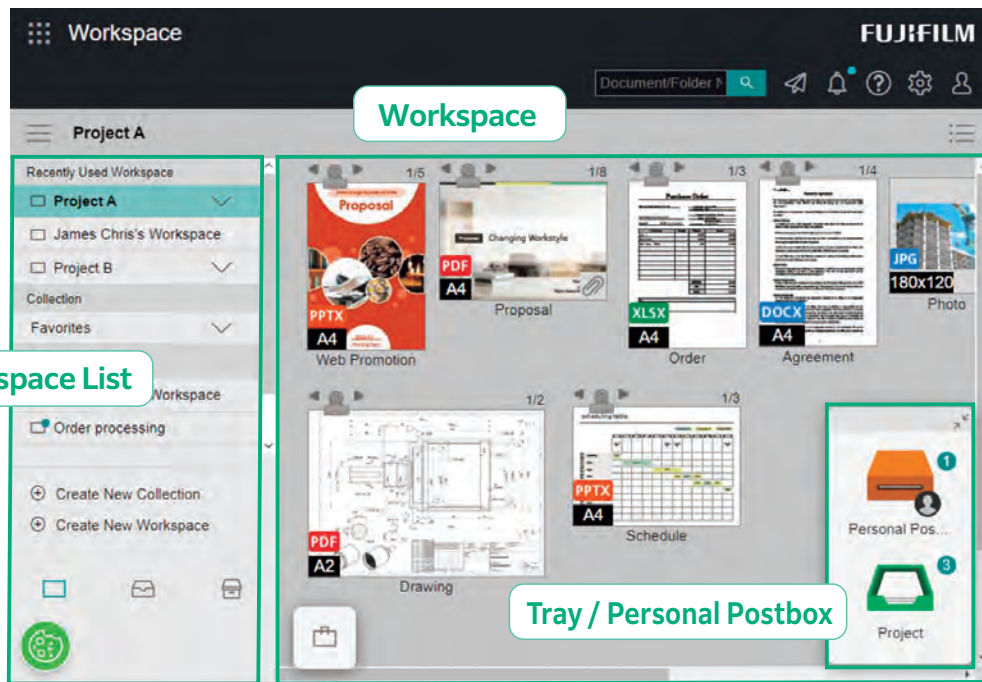
Connecting People with "Workspace", a Collaborative Space for Sharing Various Documents Relating to Work on a Same Platform

What is Workspace?

Workspace is a space to perform document-related tasks such as viewing, sharing and editing documents.

What is Tray / Personal Postbox ?

With Tray and Personal Postbox, users can transfer information to one another with simple drag & drop operations.

Tray Shared by Team Members

Tray is used to deliver files among registered users.

Personal Postbox : Personal tray

Personal Postbox is used to deliver files to specific user.

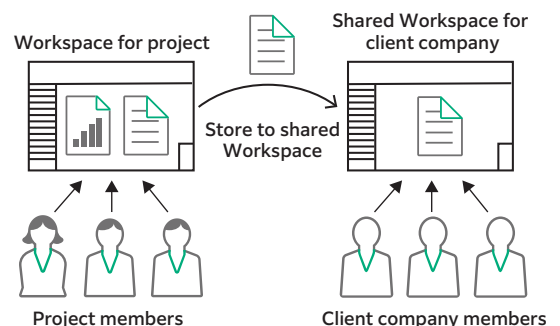Note: Personal Postbox is automatically created upon user registration.

Register Members and Share Business Items

Effectively Share Task Status Updates with Team Members

Effectively share documents among organisations or with clients via Workspace to enhance internal and external collaboration.

Create Multiple Workspaces for Specific Tasks

Multiple Workspaces can be created for specific projects, purposes, clients, etc., and assign members to specific Workspaces accordingly.

Workspace for project

Store to shared Workspace

Shared Workspace for client company

Project members

Client company members

Easily Locate Required Document in Various View Settings
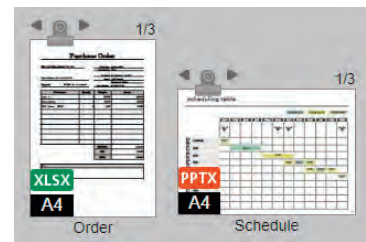
List View

Document information is listed in table.

Using List View, it is easy to identify documents from its relevant information, such as client name, date, assigned person's name and job status.

Thumbnails View

The images of documents in Workspace are displayed as thumbnail image. Documents can be easily recognised by its image data.


Facilitate Better Communication with a Comments Function

Comments Function for Better Communication

Users can add comments to documents. Other members are notified of the comment, and can instantly begin communication with the sender. This eliminates the hassle of preparing and sending an email with attachments.

Deliver Documents with Tray or Personal Postbox

Users can add comments to documents when storing in Tray or Personal Postbox. When a new document is stored, notification is sent either in the form of an icon or message. This prevents the delay of processing the document due to overlooking a relevant email in the user's inbox.
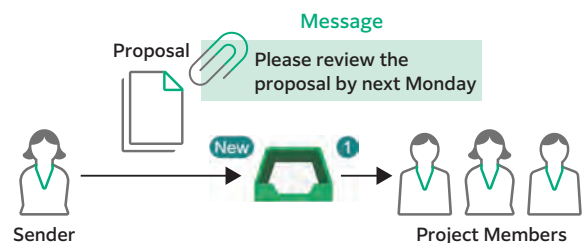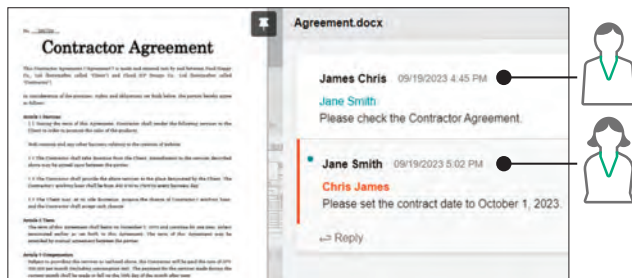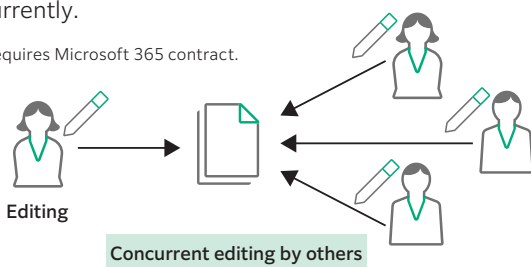

Supports Online Editing

Concurrent Editing as a Team

A single document can be concurrently edited by multiple members connected online. This reduces the time it takes to complete a project as activities can be performed concurrently.

Note: Requires Microsoft 365 contract.

Prohibit Changes to Content Using Lock Setting

Locking a document prevents editing by other users.
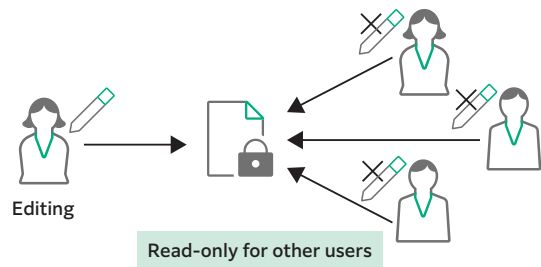
With FUJIFILM IWpro **The latest information can be shared with everyone, including clients, partners, and even salesperson on-the-move, driving business concurrently.**

Connecting Processes

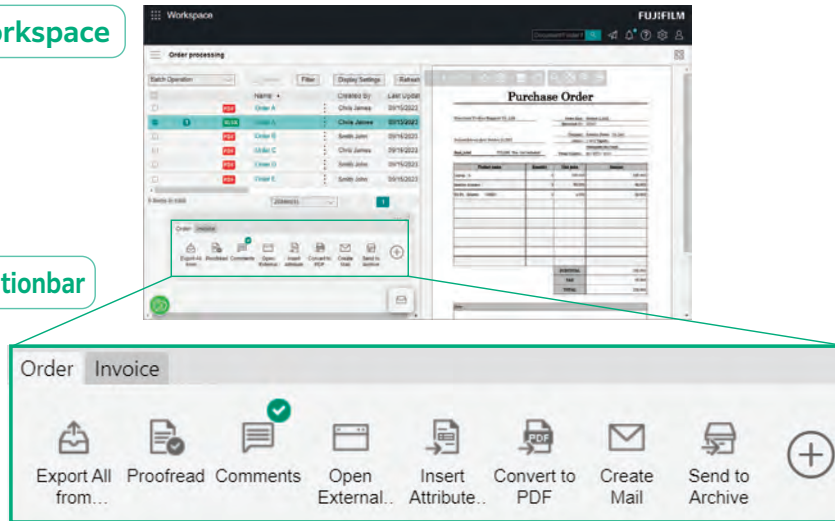Simplify manual processes and integrate them with existing systems to enhance workflow productivity.

Workspace

Task Navigationbar

Just operate each task in line with the activity steps

Task Navigationbar Improves Activity Efficiency
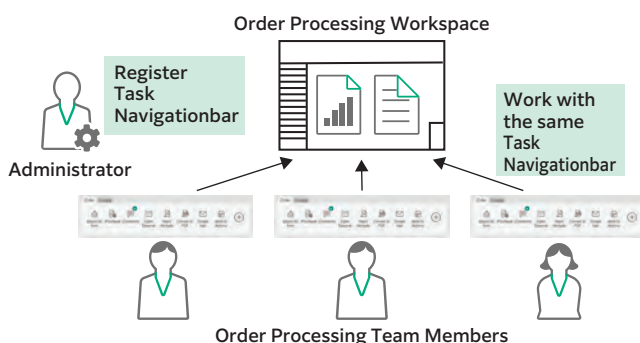
What is Task Navigationbar?

Task Navigationbar is a versatile toolbar that allows you to register and manage various processes according to your workflow. These processes include importing and editing documents, calling a business system, and delivering / storing documents. By clicking the menu buttons on the Task Navigationbar one by one, workflows can be processed efficiently, and errors and rework can be eliminated.

Optimise Workflow Efficiency by Creating Standard Workflow

Work processes that required to complete the task can be registered to the Task Navigationbar. Simplified workflow steps can minimise errors and rework, and improve work efficiency. Optimising the steps involved in an activity can help reduce oversight and rework, resulting in improved efficiency for business tasks.

Sharing Task Navigationbar Between Members

Task Navigationbar can be shared among members who use the same Workspace, such as order processing team.

Order Processing Workspace

Register Task Navigationbar

Administrator

Work with the same Task Navigationbar

Order Processing Team Members

Personalise Button Layout to Suit Your Needs

Offers a range of tools that can perform specific activities for your workflow with a single click.

Arrange tools on the Task Navigationbar in a way that optimise the button layout for your workflow.

Templates

Supports customisation of the Task Navigationbar to fit with the existing workflow.

Example)
Order Process Sample
Multi-Channel Capture & Delivery Sample
Multi-Channel Capture & File Management Sample

Link with Your Existing Business System Via the External Service Window

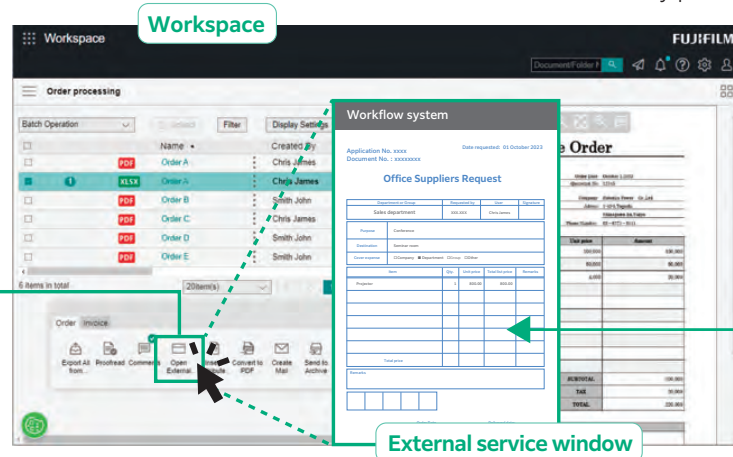### Operate via the External Service Window

A simple click of a button on the Task Navigationbar opens the External Service Window, allowing users to access documents and data managed and stored in the business system through a browser.

Seamlessly Links with Your Existing System

Perform data operations such as registering files in the system, electronically signing contracts, and posting to approval forms on the External Service Window, to eliminate conventional manual data entry process.

Workspace

Connect to the business system in a single click, to view and edit documents.

Workflow system

External service window

Business system

Linkage Tools

Offers tools to link with your existing business system, which can be mounted on the Task Navigationbar and operated by a single click.

Links with Various System in CSV format

Document information such as client name, date, and name of the person in charge can be extracted in CSV format and linked to various business systems.

## Packed with Various Editing Functions

Consolidate Documents of Different Formats

Documents in various formats can be easily bundled and combined into a single file with simple drag-and-drop operation. This is especially useful when creating documents that contains tables and image files of different application files, such as proposal documents.

Combine documents of different formats into a single PDF file
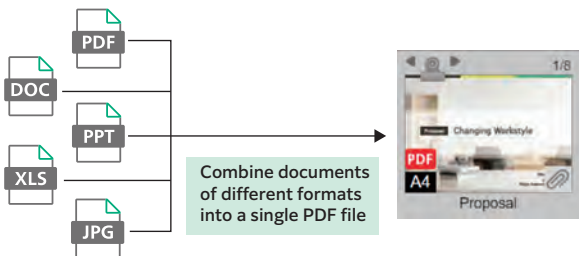
Page Edit Functions

Users can extract, reorder and delete pages, and split document at specific pages.
Documents can be easily edited without going back to and working on the original file.

Split   Split

Switch   Rotate   Delete

Extract
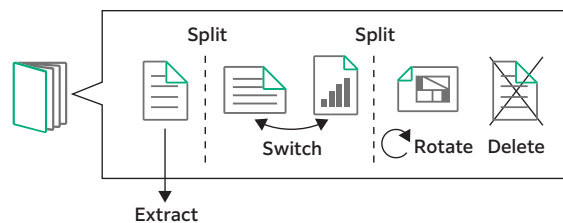
Attach Stamps and Notes

In addition to basic stamps, custom stamps and notes, such as handwritten signatures, can be composed and attached to documents.

Basic Stamps

URGENT
COPY
DRAFT
CONFIDENTIAL
PRIVATE & CONFIDENTIAL
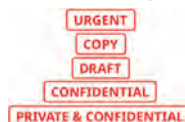
Custom Stamp

With FUJIFILM IWpro   **Work can be handled with simple operations and contents can be shared smoothly, accelerating your business.**

Connecting Information

Convert all documents to data to connect information from document importing, utilisation, management, recording, and distribution.
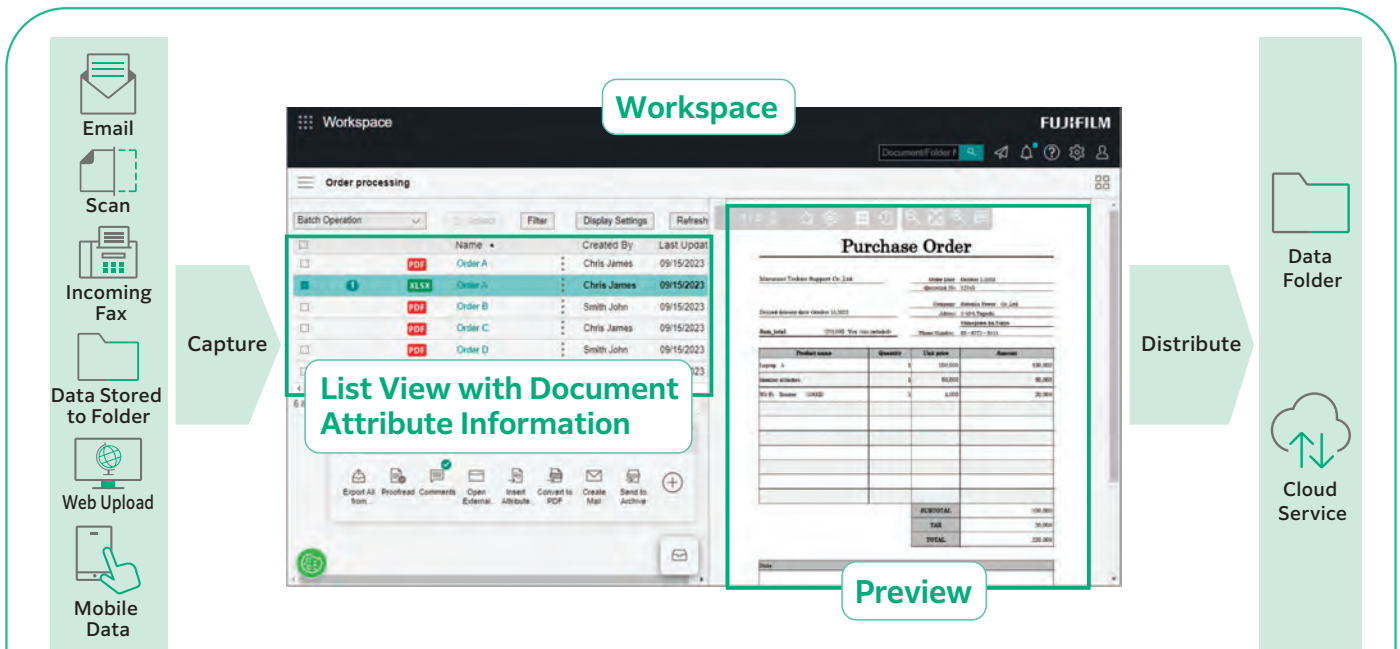

Workspace

Email
Scan
Incoming Fax
Data Stored to Folder
Web Upload
Mobile Data

Capture

List View with Document Attribute Information

Preview

Distribute

Data Folder

Cloud Service

Importing Data from Various Sources

Import data from various sources, such as paper documents, incoming faxes and emails, then converts to digital data that can be used in various systems.
Data is listed by document attributes such as company name and date, preventing overlooked jobs.

What is an "Attribute" of a Document?

An "attribute" is information associated to the document, such as author and date.
When importing a document with FUJIFILM IWpro, the document attributes are stored in a database which allows for document search functionality.
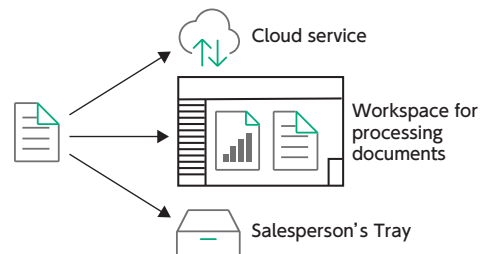
Document are Automatically Captured and Distributed

Automate the Process of Capturing Documents Using Rules

With FUJIFILM IWpro, you can choose from a variety of templates that come with predefined document processing. This allows you to automate tedious tasks such as importing data from documents that come in various formats, inputting data, and sorting documents based on your workflow.

Image Adjustment

With file format conversion, skew and orientation adjustment and removal of blank pages, documents are easy to handle in the later processing.

Automatically Correct/ Convert Images

Skew Adjustment | Remove Blank Pages | Format Conversion | Auto Orientation Adjustment
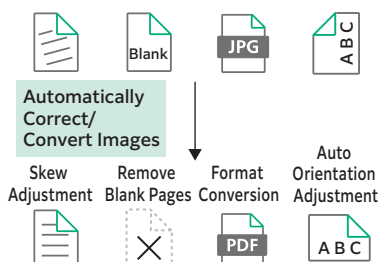
Rule-based Automatic Distribution

Documents are automatically distributed according to pre-set rules, such as storing or sending to different destination by customer or by job type.

Cloud service

Workspace for processing documents

Salesperson's Tray

Extract Text Data with OCR Automatically

Equipped with OCR function that extract text data from the document automatically. Extracted text data is saved and can be used for searching and other purposes.
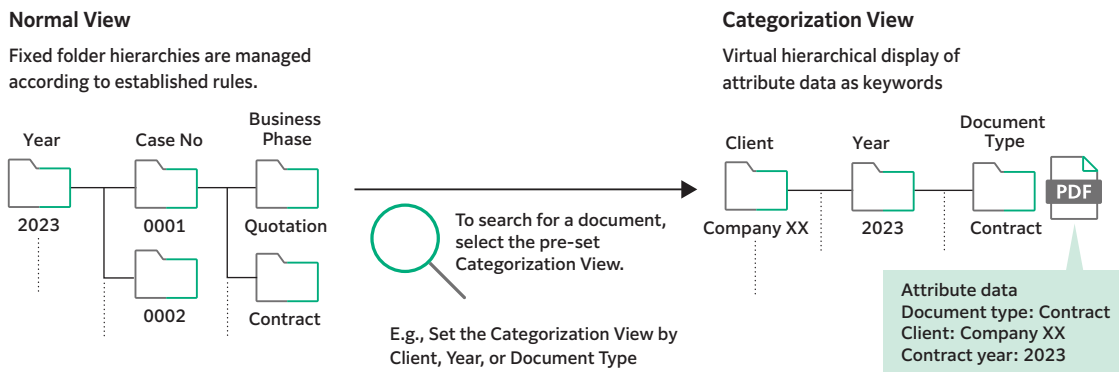
User Friendly Document Management and Access

Categorization View Helps to Find Your Document

In addition to the standard document folder structure, "Categorization View", which displays a virtual folder structure starting from your specified attribute, is available.

Categorization View helps to find the document you need based on your search method.

Normal View

Fixed folder hierarchies are managed according to established rules.

Year — 2023

Case No — 0001 / 0002

Business Phase — Quotation / Contract

To search for a document, select the pre-set Categorization View.

E.g., Set the Categorization View by Client, Year, or Document Type

Categorization View

Virtual hierarchical display of attribute data as keywords

Client — Company XX

Year — 2023

Document Type — Contract

PDF

Attribute data
Document type: Contract
Client: Company XX
Contract year: 2023

Fully utilise Various Information Using Diverse Search Functions

In addition to full-text search and attribute search by client name, creation date, etc., a variety of search functions can be used to find the desired document, including image search that captures text strings within the image.

Protects Critical Documents with Robust Access Control Mechanism

Critical documents are securely protected by setting access rights for each document or folder.
Access is controlled by setting detailed permissions for viewing, revising/updating, modifying, and displaying version history.

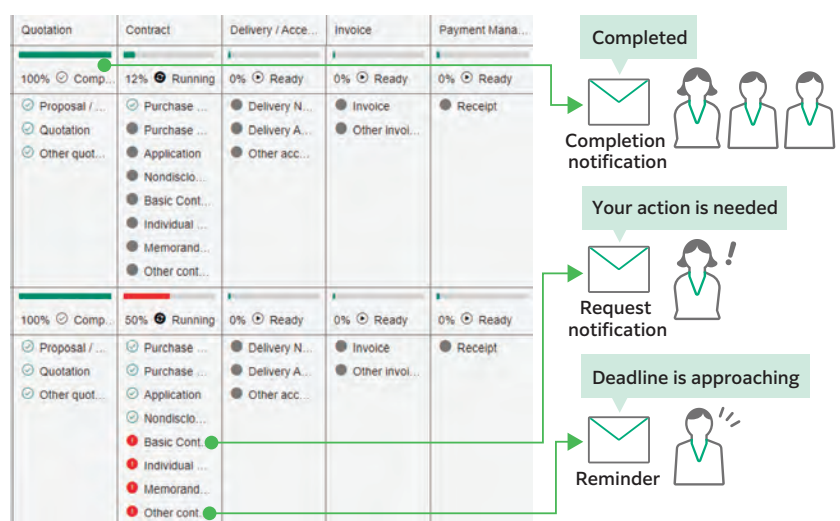## Clear Insights of Business Process and Progress

Visualise Work Process and Progress

Defining the required actions and information for each step of the workflow, the workflow can be visualised.
This helps to centralise work progress confirmation and output management.

Automatic Notification of Required Activity

Send notifications to users automatically to notify job status, such as request for processing the job, approaching deadline.
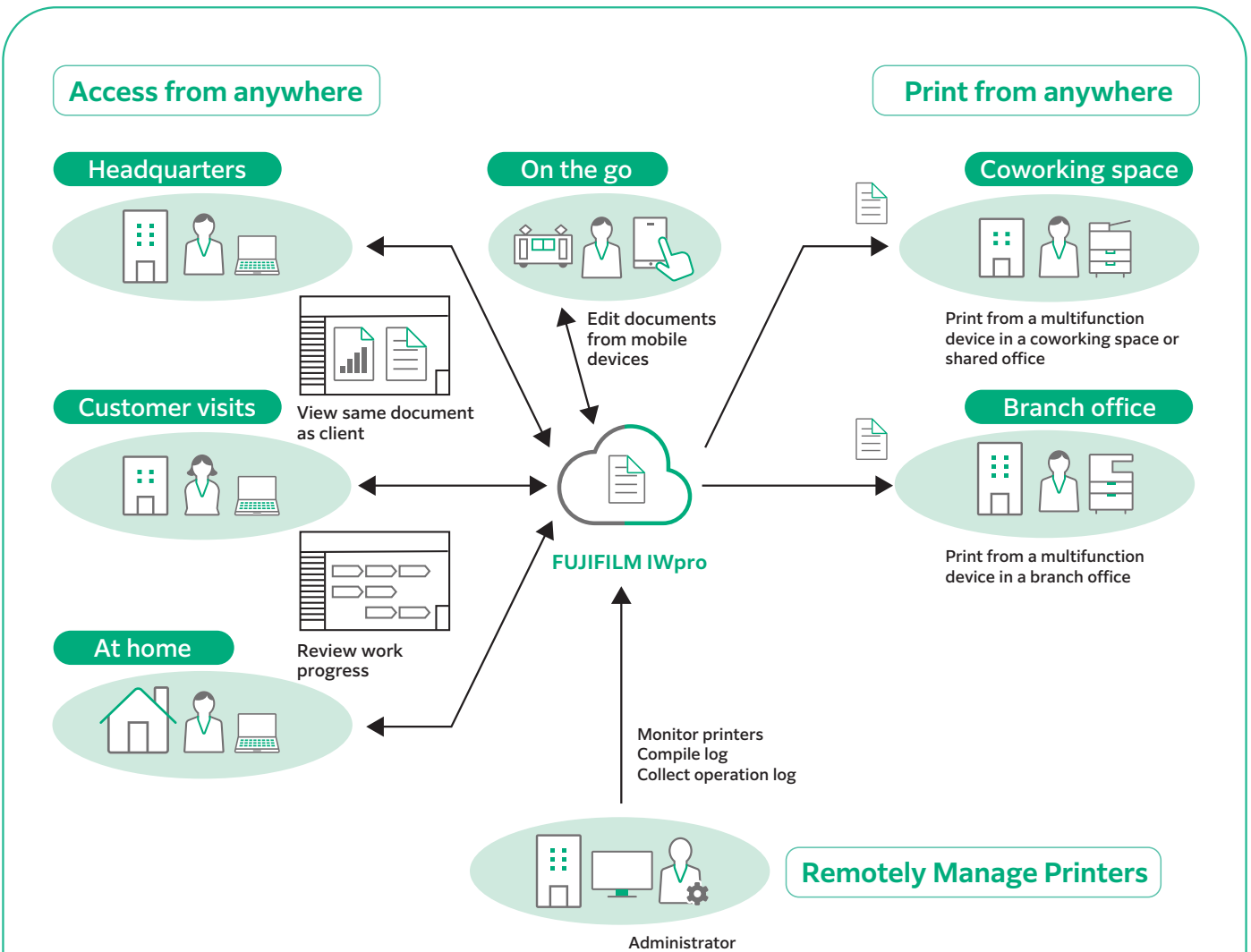
Completed — Completion notification

Your action is needed — Request notification

Deadline is approaching — Reminder

With FUJIFILM IWpro Boost productivity from cumbersome manual work and generated supportive work environment within your office based on the work progress.

Connecting Places

Connect every workplaces with a system that is accessible from anywhere, regardless of physical location.

Access from anywhere

Print from anywhere

Headquarters

On the go

Coworking space

View same document as client

Edit documents from mobile devices

Print from a multifunction device in a coworking space or shared office

Customer visits

Branch office

Review work progress

Print from a multifunction device in a branch office

At home

FUJIFILM IWpro

Monitor printers
Compile log
Collect operation log

Remotely Manage Printers

Administrator

Utilised a Web Browser Interface to Establish a Secure Environment Accessible from Various Locations and Terminals

Accessible from Various Terminals

Support access from Windows OS, Mac OS and mobile devices (iOS and Android™ OS).

Windows OS   Mac OS   iOS
                                Android™ OS

Accessible from Various Places

FUJIFILM IWpro is accessible via a web browser from any location that has internet service, such as from branch office or on the go.

Print Anywhere

High-quality and secure print environment is available regardless of your location, either in or out of your office.

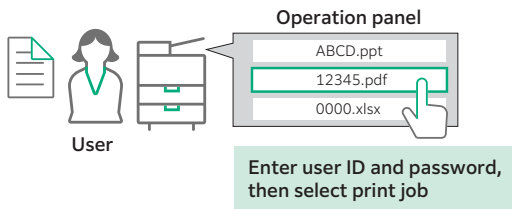In headquarters / branch office   In factory / warehouse   In coworking space/ shared office
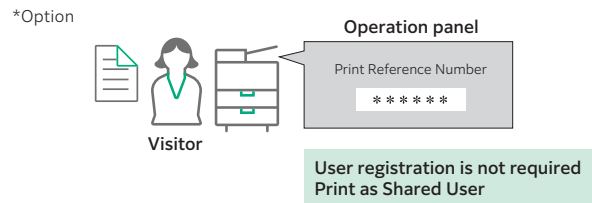
Secure Print Environment at Anywhere

On-demand Printing While On-the-Move

Users can select and print the document that store in the cloud with the multifunction device outside of office.
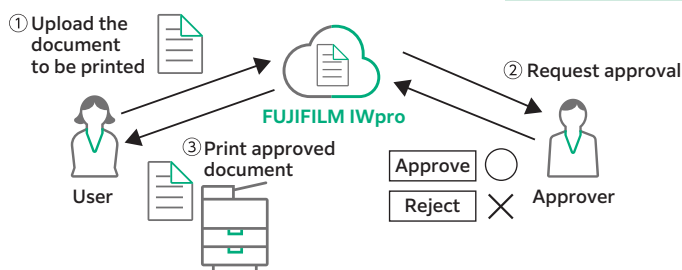
Operation panel

ABCD.ppt
12345.pdf
0000.xlsx

User

Enter user ID and password, then select print job

Print with Shared Users*

Using "Shared User" function, temporary user such as visitor can print document without user registration. Just upload the print data from the Web link provided by the administrator.

*Option

Operation panel

Print Reference Number
＊＊＊＊＊＊

Visitor

User registration is not required Print as Shared User

Offsite Print

The approval printing configuration ensures that printing can only commence after receiving approval from a supervisor, effectively safeguarding against information leaks that may arise from off-site printing activities.

① Upload the document to be printed

FUJIFILM IWpro

② Request approval

③ Print approved document

User

Approve ○

Reject ✕

Approver

Centralised Printer Management Helps to Manage Usage Status Remotely

Automatic Compilation and Display of Usage Analytics

With FUJIFILM IWpro, administrator can easily compile and manage usage status of printers from a Web browser. This reduces the administrator's burden and also helps to reduce total cost of ownership.

Various aggregation options, such as by device, user, organisation, etc.

· Charge cost to each organisation
· Optimise printer allocation
· Raise user's awareness on print cost

Administrator
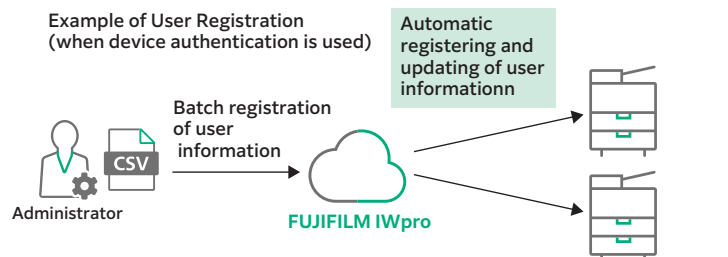
When Printing, Display Usage Status

When a user prints a document on a multifunction device, the usage status is displayed on the device's panel. This allows the user to keep track of the number of pages they are printing, among other information.

Contributes to cost reduction by raising users' awareness of cost

User

This Month's Usage(1 Mar - 10 Mar)
Let's control unnecessary output and help to reduce costs.

| Color Impressions: | 54 | Your Ranking: | 69 |
| B&W Impressions: | 207 | Number of Persons: | 98 |

N-Up Rate   2 Sided Rate

You   261

Group Average Group-A   350

Overall Average   355

8%   52%

■ Color   ■ Black & White

Simplify User Registration for Multiple Devices

Supported printer models come with the capability of automatic user registration, making the process more straightforward. Moreover, you can opt for synchronisation with Microsoft Entra ID* and LDAP servers, streamlining the user registration process.

*Former name: Microsoft Azure Active Directory (Azure AD)

Example of User Registration
(when device authentication is used)

Automatic registering and updating of user informationn

Batch registration of user information

Administrator

CSV

FUJIFILM IWpro

With FUJIFILM IWpro **Both employees and administrators can work efficiently regardless of their location, whether on the move or working remotely.**

FUJIFILM IWpro Main Specifications

Main Specifications

Features		License			
		Standard	Light	Print	MFD Management
Workspace	Collaborative Workspace	✓	✓		
	Document / Property List View	✓	✓		
	Collaborative Editing	✓	✓		
	Stack Document	✓	✓		
	Content Editing	✓	✓		
	Add & Edit Note / Stamp	✓	✓		
	Tray / Personal Postbox	✓	✓		
	Document-based Chat & Mention	✓	✓		
	Task Navigationbar	✓	✓		
	Format Creation	✓	✓		
Capture & Delivery	Auto Capture & Classification	✓	✓		
	Image Processing	✓	✓		
	Data Extraction	✓	✓		
	Document Indexing	✓	✓		
	Document and Data Distribution	✓	✓		
System Integration	External Service Window	✓	✓		
	Hot Folder(Uploading & Downloading)	✓	✓		
	Cloud Storage Integration	✓	✓		
	Cloud Service Integration	✓	✓		
Document & Data Management	Document Storage and Management	✓			
	Version Control and Access Control	✓			
	Auto Foldering	✓			
	BPM and Notification	✓			
	Advanced Search / Categorization View	✓			
Print Management	On-Demand Printing	✓	✓	✓	
	Offsite Print	✓	✓	✓	
	Shared User Printing	Option	Option	Option	
MFD Management	Device & User Management	Option*	Option*	Option*	✓
	Log Report & Accounting	Option*	Option*	Option*	✓
Core Features	Activity Log Report & Management	✓	✓	✓	✓

* Can be used in combination with the MFD Management license.