

Leading the way to digital transformation

In this era of business transformation and the race to digitise the office environment, the paper to digital conversion has never played a more significant role.

Documents are at the heart of this. From creation to archive, a document at any business is a critical component of routine work. At the same time, day after day, employees waste hours of time dealing with challenges related to working with company documents – a silent killer to productivity, efficiency, and cost to the business.

The role of document management has never been more important. We take a look at the 5 phases of the document lifecycle and how Fuji Xerox can help your business achieve the freedom to superior efficiency, better systems for tracking, management and storage and greater security controls.



CAPTURE

Streamline workflows with enhanced performance and accuracy



of office workers are reported to spend 21–30% of their week on document-related tasks, both paper and digital¹.



The New ApeosPort Series enables users to:

- Automate the process of scanning and saving documents to predefined destinations according to the rules specified for each task or document type.
- Quickly and effortlessly scan with features like multi-sheet feed detection and skip blank originals with the help of a single pass document feeder option.

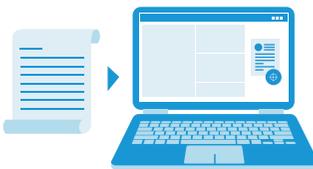


DIGITISE

Facilitate digital transformation and business automation processes



of knowledge workers indicated that paper-based workflows that are highly manual make their daily tasks (document workflows) less efficient, costlier, or less productive².



The New ApeosPort Series optimizes workflow process:

- Save time with OCR capabilities by converting into searchable document, extraction of data from scanned images facilitates availability of data for electronic processing to improve accuracy and cut down on data entry
- Enhance and correct images to achieve higher image quality



INDEX

Remove time wasted searching for electronic documents and drive employee productivity



of employees say they have trouble locating documents as a result of broken document management processes³.



The New ApeosPort Series streamlines the indexing process:

- Classify the information based on document layout
- Automate indexing via zone recognition and barcode information
- Quality control and validation of index information



ARCHIVE

Keep track of your data and information in a centralized system by indexing the documents



of electronic documents and information is centrally and securely stored in an enterprise content management system⁴.



The New ApeosPort Series enables:

- Automatic folder creation and archival to cloud storage or business applications including ECM, ERP and CMS
- Secure collaboration and efficient data management so that documents are handled correctly by the right people at all times



PROCESS

Identify bottlenecks and opportunities for increased efficiency and automation of your business



of executives state that more than half of processes have been automated when it comes to IT operations⁵.



The New ApeosPort Series provides functionalities to:

- Streamline business processes and workflows
- Visualize and track workflow activities

Whether you are a small business or large enterprise, document management is and will continue to be crucial as the office print environment evolves and transforms.

The New ApeosPort Series from Fuji Xerox provides a simpler and more secure way to manage the lifecycle of a document that will boost the agility of your business and empower you and your teams with the freedom to drive business growth.

Contact your Fuji Xerox representative for more information on the new ApeosPort Series.

¹The migration from paper to digital: Why digitization remains elusive, IDC whitepaper <https://www.alarisworld.com/-/media/files/im/insights/articles/2020/idc-paperfree-wp-dec-2019.pdf>

²The migration from paper to digital: Why digitization remains elusive, IDC whitepaper <https://www.alarisworld.com/-/media/files/im/insights/articles/2020/idc-paperfree-wp-dec-2019.pdf>

³Definitive guide to America's Most Broken Processes, Nintex, 2018, https://30eov1j2ymb3im08b1g5v28-wpengine.netdna-ssl.com/wp-content/uploads/2018/11/Nintex_AMBP_Ebook_FINAL-2018.pdf

⁴Driving Innovation with the Laserfiche Digital Transformation Model whitepaper, 2017

⁵The advance of automation, The Economist Intelligence Unit briefing paper, 2019, <https://automationfirst.economist.com/wp-content/uploads/2019/06/EIU-UIPath-The-advance-of-automation-briefing-paper.pdf>