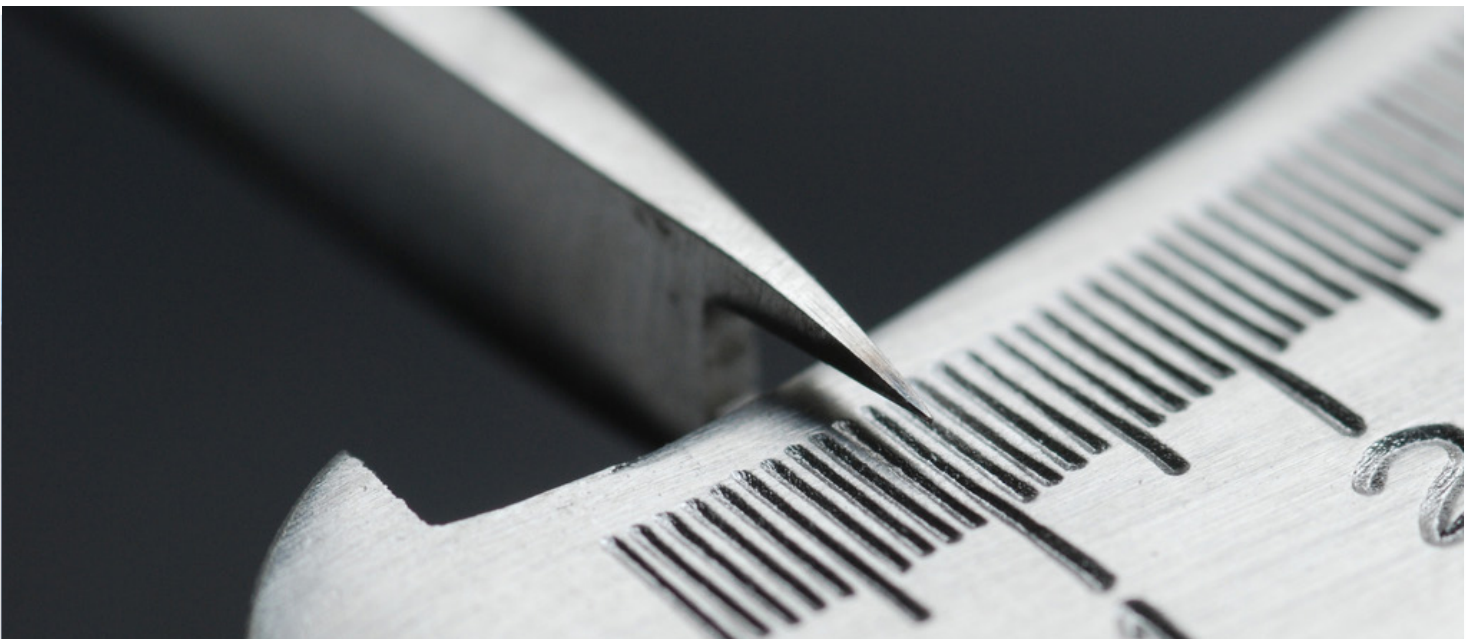




DocuWorks®

**A Precise Solution for  
Next-Level Productivity**

MITUTOYO KOREA CORPORATION CASE STUDY





## Company Profile

Mitutoyo Korea Corporation is one of the world's leading wholesale distributors of precision measuring equipment, known for its development of specialised 'mother technology' in manufacturing and scientific equipment. The company serves a range of factories and industries requiring high-precision measuring products, such as micrometers, dial gauges, and 3D coordinate measuring systems. At the forefront of the 'Industry 4.0' wave in global manufacturing, Mitutoyo is committed to pro-actively creating future solutions by leveraging measuring data to develop innovative solutions and continuously improve production line efficiency.

## THE CHALLENGE

In any company, the sales and business departments lie at the core of day-to-day operations and as long-term business development. Despite being known for the world-class precision of its products, Mitutoyo's sales and business departments had to contend with a cumbersome data management infrastructure, leading to efficiency delays in their daily workflows.



**EXTRA WORK IS NEEDED TO SORT EACH DOCUMENT INDIVIDUALLY**



**MULTI-STEP PROCEDURE FOR ANNOTATING IMPORT AND EXPORT DOCUMENTS**



**INEFFICIENT AND UNSECURED PROCESS FOR DATA SEARCH AND RETRIEVAL**

### Different formats, extra work.

The sales department handles the delivery of order sheets, purchase orders, and contracts from partner companies. Since each document type arrives through different channels (fax, email, or physical paper document) and requires different actions (print, annotation, and scan), extra work is needed to sort each document individually. The absence of an integrated procedure increased employees' workload, hampering timely processing, especially given the high volume of orders.

### Too many steps to annotate.

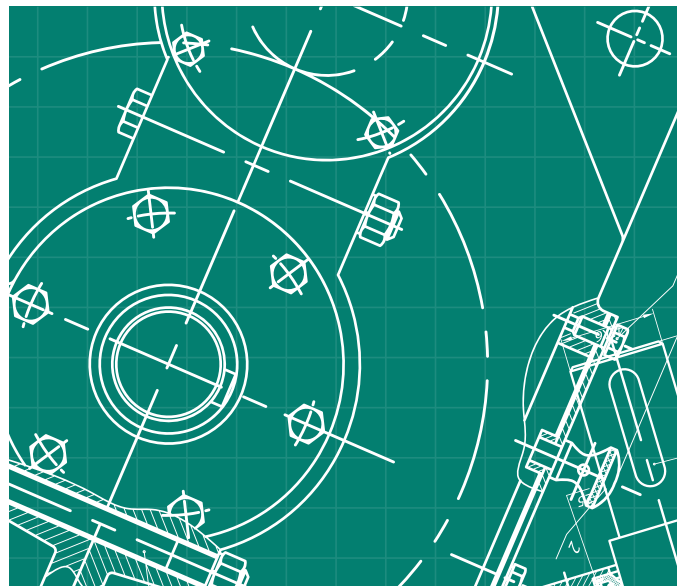
Conversely, although the business department dealt primarily with one type of document format (PDFs)—they faced similar challenges in grappling with a complicated, multi-step procedure for annotating import and export documents. After receiving the PDF via email, employees would have to print and manually sign and stamp each document, then gather the annotated paper documents for re-scanning and archiving. Various necessary annotations—highlights, date stamps, and other assorted stamps—meant more documents to scan



and archive. This process was performed 2 to 3 times a day, thus consuming a significant portion of employees' work hours.

### Inefficient data search and retrieval.

For both sales and business departments, the mix of paper and electronic documents at different stages in the workflow made the location, storage, and retrieval of information an additional burden on productivity. Paper documents in file cabinets had to be retrieved manually, while electronic documents could not so easily be sorted in the absence of an effective internal data search engine that could process text and keywords. This also exposed the departments' data archive to security risks.



## THE FUJIFLM SOLUTION

Faced with these limitations, Mitutoyo turned to DocuWorks to bring their office workflow to a new level of efficiency and productivity.

### One-click digitalisation.

For the sales department, DocuWorks' linkage with multifunction devices made it easy to streamline the three main channels of fax, email, and paper documents into a single interface. From the **DocuWorks desktop**, employees could then easily digitise, annotate and sign, and sort order sheets, purchase orders, and contracts. **DocuWork's cloud** interlocking feature likewise expedited file sharing and storage from any location and workstation.

### PDF annotation made seamless.

The functions of direct annotation, page merging, and PDF conversion to a wide range of document types simplified the business department's challenge of annotation. After receiving the import/export order as a PDF, the file is converted and processed by DocuWorks, enabling employees to directly edit, stamp, sign, and merge documents without even having to leave their PC.

### Intuitive storage and sharing.

DocuWorks' integration of different document streams naturally enables a smoother and more secure management system for data archiving, retrieval, and sharing. **DocuWorks' OCR character recognition** function powers the functions of text extraction and document search for better information retrieval. DocuWorks' efficient notification system alerts users

with pop-up messages when documents are sent. Password and watermark options also add a layer of security for documents that need to be processed by multiple users.

*DocuWorks brings to Mitutoyo office a new level of efficiency and productivity in their workflows.*

#### ONE-CLICK DIGITALISATION



PDF ANNOTATION  
MADE SEAMLESS

INTUITIVE STORAGE  
SHARING

## FUJIFILM SOLUTION BENEFITS

With DocuWorks, Mitutoyo Korea Corporation established a data management system that could keep up with and support the company's aim of innovation and industry-leading solutions.



### Shorter processing time, increased productivity.

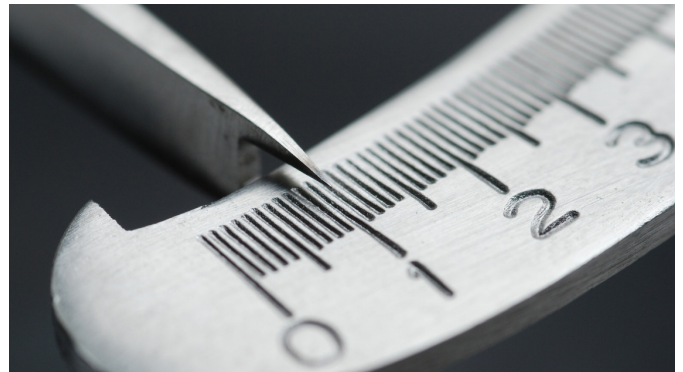
Converting varied document formats into the standard DocuWorks format not only reduced the number of steps in a tedious workflow, but also redirected sales employees' valuable time to other tasks requiring a higher level of accuracy and attention. Eliminating the need to print multiple paper documents also meant a more eco-friendly workflow.

### Ease and efficiency.

The business department could annotate a large daily volume of critical documents more efficiently without worrying about missing or mishandling them. The seamless integration of data conversion, editing, and storage allowed grouping repetitive tasks that once required 2-3 rounds of processing into one go.

### No missing documents.

DocuWorks' range of secure storage features, from cloud storage to OCR character recognition, prevented missing and lost paper documents from fax machines and filing cabinets. This integration of devices, formats, and processes not only enhanced security in the sales and business departments but also supported other related departments in achieving higher efficiency and improved teamwork.



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# FUJIFILM

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