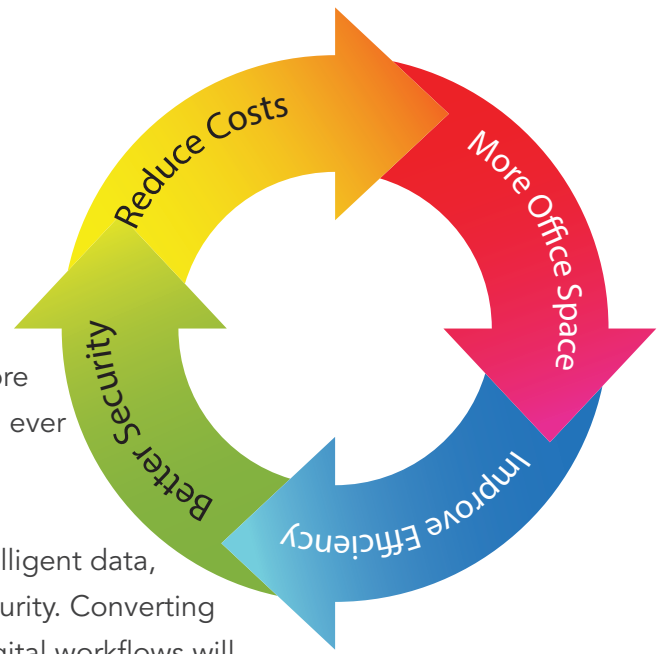


## Simplify your workflow

Organisations today are looking for ways to reduce the amount of time spent with paper-based processes. Digitising your documents and automating your workflows will allow you to store documents securely and allow you to manage them better than ever before.

Toshiba's Electronic Document Management (EDM) solutions transform your electronic and paper-based documents into intelligent data, resulting in enhanced efficiency, cost-savings and increased security. Converting mountains of paper, file shares and email inboxes into smart digital workflows will increase your staff productivity and reduce the risk of losing business critical information.



### Benefits

#### Reduce costs, increase productivity

Did you know it takes a worker on average 18 minutes to locate a paper document?<sup>1</sup>

Toshiba's EDM solution can save your company time and money. Spend more time being productive and less time searching for missing documents. By searching for specific information contained within your documents, a file or record can be retrieved within seconds.

#### Improve efficiency

Eliminating manual processes and automating workflows saves time and improves efficiency. Paper documents can be scanned, captured and converted to other file formats including the PDF Archive format (PDF/A) which offers universal readability for decades to come.

Documents that enter your organisation in a digital form can also be filed in the same system so all documents irrespective of where they originated can be filed, archived and secured in the one place.

#### Searchable documents

Toshiba's EDM solutions create searchable documents, saving your business time and improving efficiency. Paper based documents can only be filed under one heading but by utilising Toshiba's EDM system different variables can also be searched for. This gives you the ability to search for any word, sentence or number within all documents to find exactly what you are looking for within seconds. This advanced technology can also index captured documents and generate an ID code unique to that document.

#### Information retention

Different types of documents have different life cycles. Some documents are only required to be held for a few years while others need to be kept for many years. By digitising your paper files and storing them in Toshiba's EDM software when a document reaches the end of its required life it can automatically be removed from the system thus offering full compliance with organisational or governmental regulations.

#### Better security

Toshiba's EDM solutions offer restrictions of files or folders to certain users or groups safeguarding sensitive information in a secure location. By digitising your documents, you also have the ability to back them up, something which is virtually impossible with filing cabinets and archive boxes. Using the document 'check-out' facility also gives you greater control and visibility as to which documents have been accessed and by whom.

#### Process automation

Business processes rely on the timely availability of information. Toshiba's EDM solutions offer the capability to automate document workflows, delivering the correct information to the correct members of staff to ensure that work tasks are completed as efficiently as possible. Intelligent routing can make decisions on where and to whom information should be routed to, depending on business rules applied to the workflow. Work-intensive processes such as accounts payable, purchasing and payroll can be streamlined and automated, whilst providing analytical and statistical data on critical business tasks to help further increase efficiency.