

## Process Optimisation

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- Optimise your processes to help people work effectively and securely.
- Ensure business and process continuity for on-site and remote environments.
- Significant efficiencies and cost savings are provided, through better document management, increased productivity and greater security.



# Streamline your document workflows and optimise your processes

Process optimisation is essential for a streamlined business. It refers to the processes that help people to work effectively and securely, no matter their location. Managing your processes is vital to keeping your operations running smoothly. It also lays strong foundations for remote work, and, given that [99% of employees](#) would like the option to work remotely, it couldn't be timelier.

By investing in process optimisation technology, you can ensure your business and process continuity across your on-site and mobile environments. Plus, there are significant cost savings. Employees spend, on average, up to [50% of their time](#) looking for the right documents and information – that is time they could be spending on other value-add tasks helping to grow your business and better serve your customers.

Locating lost or misfiled documents will also be costing you time, resources and money. For example, [7.5%](#) of all documents in an organisation are lost, at a cost of £180 to reproduce each lost document. A further 3% are misfiled at a cost of £100 in labour to find again.

**Key benefits** | there are several benefits that come by optimising your processes:

- Reduced risk and costs from misfiling or losing documents.
- Securing your systems and data and ensuring regulatory compliance.
- Improving productivity by reducing manual data entry and automating common processes.
- Increased accuracy, with less document duplication and invoice payments.
- Improved management visibility.
- Elimination of paper-based processes, paving the way for further digital transformation.



# Helping you to achieve your process optimisation goals

To help you achieve your process optimisation goals, Toshiba have a range of products tailored to improving productivity, operations and accuracy across your organisation. Each can be used as a standalone solution, and also work well as a blended solution when used together.

**DocuWare** | for document archive and retrieval with workflow



DocuWare is a document management and workflow solution – it offers comprehensive features for digitising information and business processes. Helping you to keep your teams productive, automate your document workflows, and protect your data and documents with secure, centralised archiving. It will help you with core processes like onboarding and approvals, centralising records and removing paper-based processes.

The software can collect, store and sort documents of any format, which is then distributed to relevant teams. Through it, you can combine your business documents with ERP data to inform your strategy and planning.

## How it gives you an edge:

- **Go paperless** | reduce your manual, paper-driven processes and turn them into convenient, digital, user-centric experiences. Through reducing your paper usage, you will cut costs, improve your data security and streamline operations.
- **Automate common processes** | eliminate the manual steps involved in repetitive, routine tasks associated with paper documents. Through digitising your document workflows, these processes can be automated, helping drive efficiency, remove risk and improve profits. DocuWare also enables automatic data exchange with other enterprise software as well as integrations with other process optimisation solutions including ancoraDocs™ and VIDsigner.
- **Embrace the mobile workforce** | support your mobile workers by providing them with the ability to access documents anytime, anywhere and on any device, helping maintain productivity.
- **Be compliant** | comply with the ever-increasing regulations facing your organisation and embrace standards of control, transparency, security and privacy. You will benefit from data integrity, inherent productivity and improved customer experience. DocuWare is completely GDPR compliant.
- **Move to the cloud** | shift away from complex on-premises software to secure, integrated and complete subscription-based cloud services for your workflow automation and document management. Using cloud applications provide financial flexibility, obvious path to value and administrative simplicity.
- **Protect continuity** | with DocuWare, your business continuity is assured with multi-tiered back-up measures and storage. DocuWare works on any devices, including desktops, smartphones and via business apps, so, if your workers need to work from another location due to unforeseen events, their access to your business-critical documents is not impacted.



PLATINUM PARTNER

2020

## ancoraDocs™ | for advanced data capture



ancoraDocs™ is an intelligent document classification and advanced data capture solution. It uses artificial intelligence to identify a document by looking at the attributes of a document, e.g. document size, text layout, logos, tables etc. and the semantic content.

### How it gives you an edge:

- **Automatic classification** | digitise the process of identifying and classifying documents. By removing the sorting element, your employee's will recover many hours from paper-intensive processes.
- **Streamline paper intensive processes** | reduce manual data entry by 60% to 90% by automatically extracting header, footer, and line-item-detail data elements to share with your ERP.
- **Data validation and export** | ensure data is captured accurately and posted in the right format to your ERP, e.g. ensure an invoice has a matching PO, or a sales order is being placed at the correct price.



Input



Classify



Capture



Validate



Verify



Export

**ancoraDocs Invoices** has been specifically designed for the unique processes of an Accounts Payable department, enabling quick and accurate processing of invoices. In addition, **ancoraDocs Sales Order Automation** and **Form Processing Automation**, helps capture sales orders and forms the minute they arrive. Offering further efficiencies and costs savings in managing these processes. ancoraDocs™ also integrates seamlessly with DocuWare, feeding data to and from ancoraDocs™ into DocuWare to better manage and store important documents.

## VIDsigner | for digital signatures



VIDsigner will enable you to capture legally-recognised digital signatures for documents. Helping you to streamline the (often frustrating) process of issuing, receiving and approving documents. It also integrates with DocuWare, enabling you to store contracts within DocuWare and send them for digital signature via VIDsigner. Once signed, these contracts will be returned to DocuWare with the relevant certification (proof of signature and signatory) stored alongside them.

### How it gives you an edge:

- **No paper needed** | the digital signature streamlines business processes that normally require several paper steps to formalise.
- **A better signing experience** | VIDsigner offers signing methods that suit both sender and receiver (both can decide on their preferred method).
- **Remote-enabled** | gain the ability to send and receive remote signatures from computers, tablets or smartphones, without any prior installation or knowledge needed.
- **Secure** | improved security with dual authentication through email and One Time Password (OTP) to confirm a signer's identity.
- **Safe and easy** | VIDsigner is a centralised solution that acts as a guarantor for your signature collection, giving you the safest and easiest way to get fully legal and valid electronic signatures.
- **Grow your business** | VIDsigner enables you to grow your organisation rapidly, by allowing you to act immediately and close contracts faster.



## Moving forward

The pace of today's business world means you need to streamline and secure your processes wherever possible. By using DocuWare, ancoraDocs™ and VIDsigner, you will gain a seamless approach to process optimisation. One that works across your organisation, to improve all aspects of your document handling and workflow.

Give your teams the tools they need to work effectively. Contact us now to learn more about how we can help you.



For more information please contact one of our Process Optimisation consultants:

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Toshiba Tec UK deliver these services in conjunction with:

DocuWare | [start.docuware.com](http://start.docuware.com)

ancora Software UK | [www.ancorasoftware.com](http://www.ancorasoftware.com)

Validated ID | [www.validatedid.com](http://www.validatedid.com)