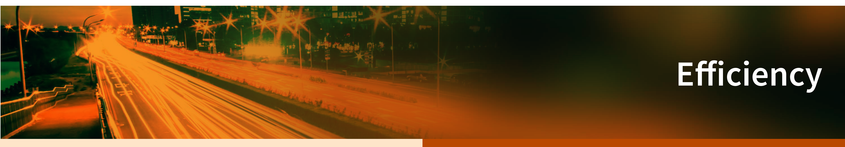
TOSHIBA

The Case for Digitising Your Processes

Digitisation – The conversion of text, pictures, or sound into a digital form that can be processed by a computer.



Efficiency

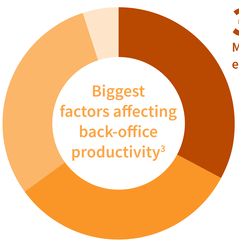
Increasing amounts of data is making it more time consuming and costly to find the right information at the right time.

By digitising this additional data, we are able to drastically improve efficiency within businesses.

Traditional Infrastructure

90% of the world's data was created within the last two years[1]

80% of organisations' data remains unstructured[2]



Digitised Office

75% reduction in process cycle times[4]

52% reduction in errors[5]

35% reduction in costs[6]

Digitising Toolkit

- **Scanning** converts your physical documents to computer processable files.
- **Optical Character Recognition** (OCR) is a way of identifying printed characters within electronic files to enable digital processing.
- **Document Management Systems** (DMS) allows the tracking, management and storage of electronic documents.

Despite the influx of technology aimed at increasing productivity, employees spend up to **40% of their time** looking through physical and electronic filing systems for information. Clearly, **smarter technology integration is needed.** Toshiba's **Process Optimisation Consultants** can ensure that your technology is really **making your business more efficient.**

Workforce Demands

Changes in technology and the resultant expectations in the workforce are putting **new and challenging demands** on businesses information infrastructure.

Mobile Working

Technology is enabling more and more people to work remotely and has the potential to increase productivity.

1.6 million people
in the UK worked from home in 2017.[7]

Nearly 1 in 3 UK employees
consider home to be their most productive workspace.[8]

By 2020 it is expected that
50% of the workforce
will be able to work remotely.[9]

Digital Natives

Digital Natives are people who have grown up during the age of digital technology and were familiar with it from an early age.

Over half the workforce
consider themselves digital natives[10] – a number which will only continue to rise.

78% of millenials
think access to modern technologies make them more productive.[11]

In order to satisfy the digital workforce,
businesses must meet their needs.

Companies who invest in the latest technologies will be more efficient, **save money** through mobile working and also be **more attractive to the best talent**, especially those who are digital natives.

Find out more

Digitising your team can improve document processing, reduce costs and also drive change throughout your business – if you would like to find out more, book an appointment with one of our Process Optimisation Consultants at process.optimisation@toshibatec.co.uk.

1. Forbes | 2. Gartner via Forbes | 3. Kodak Alaris | 4. DocuWare | 5. Kodak Alaris | 6. Kodak Alaris | 7. TUC | 8. Jabra | 9. Odds Monkey | 10.Citrix | 11. PwC