



YOUR GO-TO DOCUMENT SOLUTIONS GUIDE.

7 Software Application Opportunities for Advancing Document Process and Employee Efficiency.



Documents keep your organization moving. Document processes determine the speed and efficiency. Speed and efficiency help make YOU more effective. They help you WIN.



Amidst a swirling array of everyday tasks, workflows, and interactions exists an untold plethora of documents. These documents must be stored, shared, secured and seamlessly edited or converted at a rate that keeps up with the speed of business. Without the right tools, efficiency and accessibility suffers. Productivity inevitably becomes a costly problem.

The good news? Solid solutions exist.

This **eBook guide** provides a snapshot of 7 software applicational areas that help you leverage documents quicker, easier, and more decisively. We invite you to read through these document solutions and consider what might resonate with your business needs. When finished, let a Datamax Solutions Support Specialist **guide** you from there.



01

DEVICE MANAGEMENT

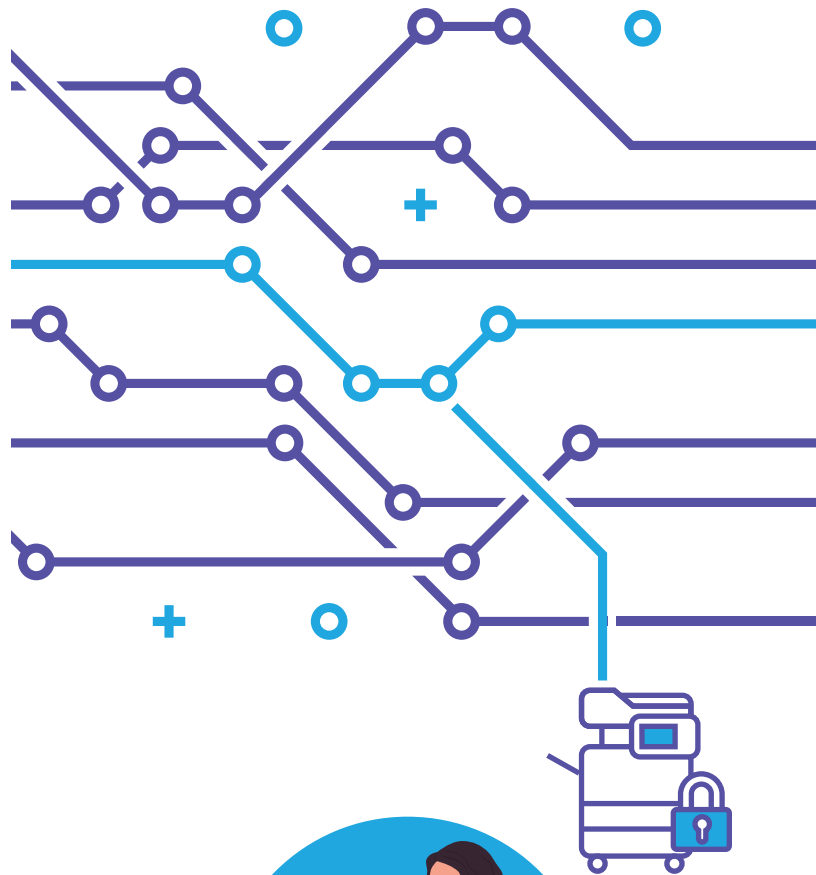
Printing documents should be simple.
Printing activities should be secure.
Managing print devices shouldn't leave a sour taste in the mouth of IT support, or you.

23 percent of all IT support calls are print-related (IDC). From deploying drivers to dealing with support tickets, is your IT staff bogged down by print devices? Meanwhile, print-related waste (unclaimed print jobs, unnecessary color usage, etc.) and expense remain one of the best-kept secrets in hidden business costs.

In an increasingly complex and cloud-based print environment, Device Management makes printing easy again (for users AND administrators). It introduces ways to reduce waste and help plug potential security holes you may be unaware of.

WHAT IS IT?

Device (Print) Management is the business practice of monitoring, tracking, and controlling printing, establishing print rules to reduce document waste, while enabling users to print what they need securely regardless of where they're working on a given day.



QUESTIONS TO CONSIDER:

1. How do you hold your employees accountable for printing best practices?
2. How do you account for or track your printing-related costs now?
3. Do you have a way to see specific reports on print/copy/scan usage or bill back?
4. How do you currently prevent unauthorized use of printers/copiers?
5. How do you manage the workforce's need for BYOD and home offices?
6. Did you know you can utilize cloud portals instead of print servers for managing printers?

DOCUMENT WORKFLOW

Let's take a walk through the lifecycle journey of any number of your documents – from initial creation to where they eventually rest (archive). It's often surprising what efficiencies might be unearthed.

How many hands do documents touch? How succinctly are they stored? How easily are they accessed? How much time is lost – and could be saved – by taking a hard look at your document workflows?

Like most organizations, you likely have documents that go through physical transitions (print, scan, share, approve, annotate, etc.) each day. Are critical documents safe from being compromised or potentially lost? With the power of workflow automation, you can create intelligent document processes and route to a variety of targeted destinations. These workflows can be fine-tuned to your needs and bolster your efficiency as an organization.

WHAT IS IT?

Document workflow is the practice of creating, tracking, editing, routing, storing, and managing documents related to a business process. It ranges from manual, paper-based routines to complex and well-defined digital processes.



QUESTIONS TO CONSIDER:

1. Do you have a large number of filing cabinets taking up space in your office?
2. Do documents in your office go through physical transitions (print, approve, send to another desk, annotate, add pages, edit, stamp, email, fax, etc.) that would be better if they were automated?
3. Do you run the risk of misplacing business-critical documents that could cost you both time and money?
4. What document security and access rights do you currently have in place?

03

CAPTURE/ ADVANCED SCANNING

Just as an iPhone's GPS application helps you find the most efficient route to a particular place, Capture/Advanced Scanning helps you deploy the quickest, easiest route to a document's appropriate destination.

Once you've taken a hard look at your documents' overall journey (from hardware utilized to a file's final resting place), you can begin to expedite that path through the use of capture/advanced scanning.

Do you need to browse files on a MFP and place them in a sub folder? Do you need the document to be moved to cloud storage, or into an existing Document Management solution?

An intelligent advance scanning solution (like IRIS PowerScan) intuitively learns a document's identity and pattern, whether it's structured or unstructured, captures specific information, and sends it to the appropriate destination.

It doesn't just expedite and secure scanning workflows. It saves you considerable time in front of your multifunction printer.



WHAT IS IT?

Capture/Advanced Scanning is an all-in-one capture and classification software platform that users can rely on to extract, integrate, and export business critical information to compatible third-party and cloud-based applications and other locations.

QUESTIONS TO CONSIDER:

1. When it comes to scanning/distributing both structured and unstructured files, what inefficiencies do you currently experience?
2. How long does it take you each day to process and send or store documents?
3. What security measures do you have in place for capture/scanning processes?
4. How can you best utilize your current MFP or scanners with cloud portals for document storage and retrieval?

DESKTOP EDITING/OCR

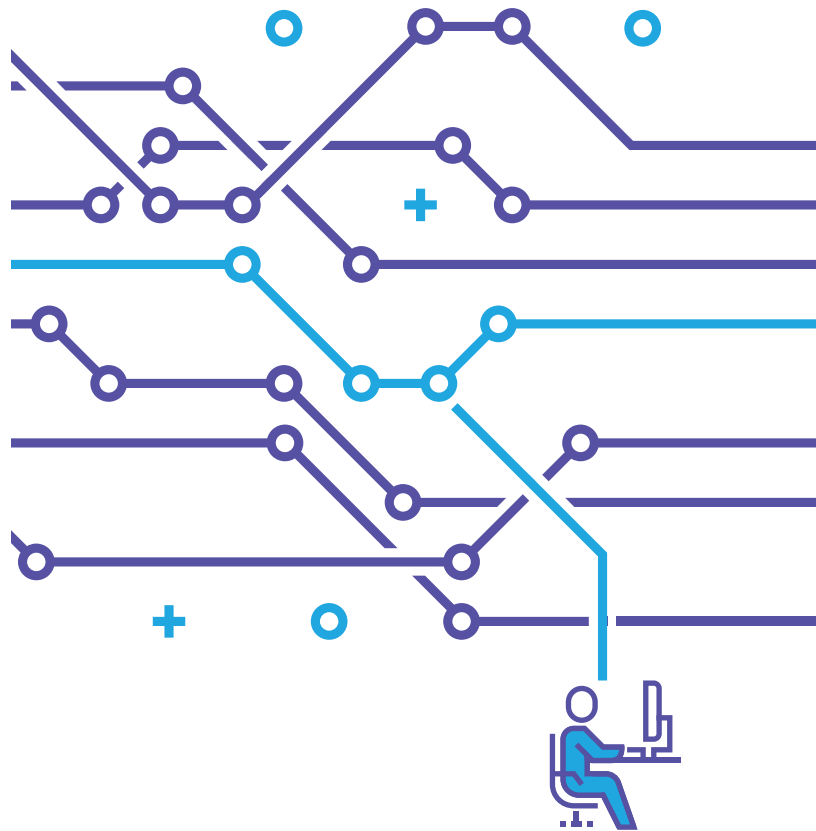
Need to make a few updates on a PDF? Could you better utilize it as an Excel document? Oh, the workarounds we invent just to get a file to where we need it.

Reclaim lost time and lose those lousy headaches with a PDF editing solution. You get all the PDF tools necessary to annotate, markup, secure and compress PDF files, and enable digital signatures (or integrate an existing solution). Do all this with the freedom to edit as necessary, all from your desktop. Bypass the need to recreate a document by converting it - complex layouts with columns, tables and graphics are faithfully reproduced as Microsoft® Word®, Excel®, PowerPoint® and InDesign® documents.

Optimal Character Recognition (OCR) technology enables users to repurpose data from scanned documents or PDFs into searchable, editable documents, again, without the need to recreate. Get it how you need it, and get back to work.

WHAT IS IT?

Desktop Editing/OCR empowers users to convert, edit, files or combine various types of files into a single document. It eliminates the time-consuming pain of recreating a document or creating workarounds.



QUESTIONS TO CONSIDER:

1. What file formats do you use? Searchable PDF? PDF-A? MS Word?
2. How much time do you spend attempting to edit or completely recreating an image-based document to complete certain tasks?
3. If you could quickly combine files of different types into a single document, would that be useful?
4. Would you be interested in evaluating a solution that could reduce your PDF licensing and maintenance costs?

REMOTE/MOBILE PRINTING

Nearly 80% of IT executives said employees cannot do their jobs effectively without a mobile phone. Your office print capabilities should follow suit.

Today's workplace is hardly a "place" at all. With the expectation to print remotely or from a mobile device, today's on the move employees certainly benefit from mobile printing capabilities.

With remote/mobile printing software technology, you can accomplish both printing and scanning, using Apple or Android devices, for free. Tracking of mobile print jobs through output management software bolsters reporting and cost analysis.

WHAT IS IT?

Remote/Mobile Printing is a secure solution that enables users to print from mobile devices and tablets seamlessly to a designated printer, and/or provides access and printing capabilities from a remote location.



QUESTIONS TO CONSIDER:

1. Can your users print to current output device(s) from an iPad, tablet, or phone?
2. Do your employees, or if applicable, students, use Google Chromebooks?
3. Do you support a BYOD (Bring Your Own Device) environment?
4. Would you like to scan to your mobile device from your MFP?
5. How could you benefit from the ability to track mobile print jobs?

CLOUD-BASED FAXING

Cloud and fax ... Oxymoron? Hardly.

The traditional methodology of paper-based facsimile machines and dedicated phone lines are migrating steadily to cloud-based or on-premise digital solutions.

But that's not to say that fax isn't relevant. In fact, 75% of the IT decision-makers surveyed by IDG/OpenText reported that their fax volumes had increased in the prior two years.

Digital data and digital operations at large have grown considerably in recent years, requiring the integration of previously-siloed applications such as faxing.

Cloud-based digital fax solutions retain the traditional benefits of fax, but eliminate manually intensive operations and enable the ability to integrate with back-end software solutions.

By cutting out the manual tasks associated with traditional faxing, the cloud-integrated solution also enhances security and reduces data error potential.



WHAT IS IT?

Cloud-based Faxing delivers communications over the Internet, eliminating dedicated phone lines and empowering organizations to integrate fax into other back-end software solutions. It enables automation, increases security, and improves both sharing and access capabilities.

QUESTIONS TO CONSIDER:

1. What role does fax play in your core business operations?
2. How time-consuming is it for end users?
3. What benefits could you gain from integrating fax into existing back-end solutions?
4. What security concerns do you have with current manually-deployed fax documents? Potential for data error?
5. Has the cost of POT (Plain Old Telephone) lines been increasing? Are you looking for a less costly solution?

DOCUMENT/CONTENT MANAGEMENT

Imagine your plethora of paper and electronic documents, how they move between staff, where they are stored, and the time it takes for you to access them. Now imagine a wonderfully organized and secured electronic filing cabinet with a powerful digital search engine for access.

Consider this: According to M-files, 83% of employees must recreate existing documents since they can't find them in their company network. A Document/Content Management System automates document handling and processing, secures and controls data access rights, and significantly improves staff efficiency and time management.


WHAT IS IT?

Document/Content Management - what's the difference? DMS (Document Management System) and CMS (Content Management System) are terms that often get used interchangeably — and although they perform similar functions, there are key differences. Most notably, a DMS works with structured documents (PDF, Word®, PowerPoint®, etc.), with a primary goal of workflow management. A CMS, meanwhile, manages a broader range of information such as audio, video, and web content, and focuses on storing, retrieving, and publishing content.



QUESTIONS TO CONSIDER:

1. How do workflows evolve at your organization? Are they efficient?
2. How long does it take you to find a document, or recreate one due to lack of access?
3. Can you appropriately share, process, and easily access documents from remote locations?




**DO NOT BELIEVE THAT
IT IS VERY MUCH OF AN
ADVANCE TO DO THE
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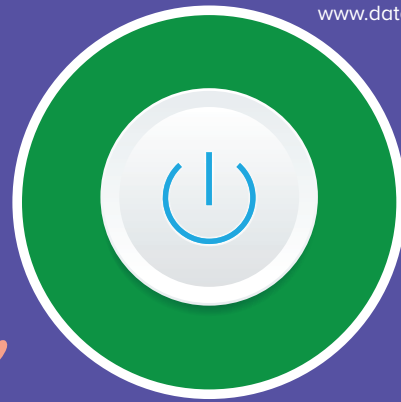
— PETER DRUCKER

We agree. Repetitive, manual, and encumbered workflows are the enemy of peak organizational efficiency. The 7 document software solutions spotlighted in this eBook are designed to eliminate many such monotonous tasks ... **essentially deeming them unnecessary.**

Whether you feel these applications can advance your employee efficiency or not, we'd love to continue the conversation.

Datamax will help with efficiency, so **YOU** can focus on effectiveness.





SCHEDULE A VISIT!

Click to **turn on the power!**
Schedule your visit with a
Datamax Document Solutions
Specialist/Guide **today!**

ABOUT DATAMAX

Datamax provides a powerful portfolio of business technology services and solutions uniquely focused on document management, print management, network management, unified communications and office equipment — including multifunction printers, color printers, and production print systems.

Our thought process concentrates on identifying corporate objectives, researching relevant technical options, and providing unbiased recommendations that align business goals with technology.

We are a Microsoft Gold Certified Partner, and enjoy collaborative alliances with companies including Canon, Konica Minolta, Lexmark, and Laserfiche. Discover how our sixty-five plus years of insightful thought process can empower you with the freedom to focus on what you value the most — your forte — your business.

At Datamax, we're all about **Creating Raving Fans®!**

CAN'T WAIT?

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Relevant Technology.
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