

# Day Forward Scanning Service

Digitize paper-based  
workflows





### Empower your workforce to be more productive and efficient

Data drives business and the amount of day-to-day data can grow exponentially. With many employees working remotely, their ability to access relevant, timely data and information is getting increasingly important. Businesses today need to convert their paper-based data management into digital workstreams so their employees can do their jobs better and faster from anywhere. Having real-time access to data and information can help improve efficiency, increase collaboration and streamline processes.

#### **Make it easier to find, store and manage your data with day forward scanning**

With a vast amount of data from paper-based documents flowing daily, and without a proper document scanning and management system in place, you can end up with a huge collection of paper records that takes up space and slows down your daily work. Document scanning services like day forward scanning transform your paper documents into an easily accessible digital format that also enables a more structured approach to information governance, including document storage and archiving.

#### **Streamline processes and improve security**

Digitizing documents enables information and processes to be automated and streamlined, allowing for faster workflows and better business processes. In addition, your digital information can be protected from privacy issues associated with paper handling and storage. A document scanning service and management partner that is committed to helping ensure data quality, confidentiality and security is critical.

#### **Improve customer satisfaction and reduce costs**

Relying on filing cabinets or stacks of paper slows customer service, especially in today's constantly evolving digital world. Drive modern and efficient digital experiences that deliver instant access to information whenever – and wherever – your customers and employees need it. By digitizing manual data, you can also reallocate costs associated with paper storage to more important projects.

**As your business evolves, so should the processes that your workforce relies on to be able to work faster, better, smarter and more efficiently – including convenient access to information wherever they call 'the office'. This is where Ricoh can help. Our Day Forward Scanning Service empowers you to stay ahead of the massive amount of data that is produced every day, and we'll build the right workflow based on your needs to digitize and capture your documents as they are generated.**

#### **Key benefits of day forward scanning**

- Enable timely access to information and better collaboration from any location
- Faster internal and customer-facing communication and response times
- Create a structured approach to document storage and archiving
- Reduce carbon footprint and minimize paper use and waste



## How we can help digitize your documents and streamline workflows

Ricoh's Day Forward Scanning Service helps organizations manage the massive amounts of data that they generate and collect every day. As files and records are produced, they are indexed and entered into an electronic document management system. By digitizing and capturing new documents as they are created, you can create more efficient workflows, and easily archive for current and future work. It also allows employees from any location the ability to find and access information that is complete, accurate and timely.

Our specialists can also work on-site to digitize documents that can't leave your premises or transport your files to one of our Document Processing Centres located throughout Canada, for fast, efficient conversion.

Our Day Forward Scanning Service can help simplify the way you manage your paper-based data so you can:

- Capture and digitize all newly created paper documents and unstructured data generated by your organization daily
- Develop new workflows to digitize and capture documents as they are created
- Streamline your archiving processes for current and future data
- Improve the search and processing capabilities for employees at all your locations
- Share information anywhere, anytime to keep up with the changing needs of your workforce and customers

### Why Ricoh for your day forward scanning needs

- Flexible BPaaS (Business Process as-a-Service) solutions that optimize your budget and scale with you
- Customizable solutions and services to support business continuity, even at times of crisis
- Dedicated service and support teams located across Canada with expertise in a wide range of industries
- Business process consultants with deep expertise in a range of industries—from healthcare to education, finance, retail and more
- Ricoh currently partners with 350 Fortune 500 companies to help them digitize and automate their essential business processes

### Case Study

Prominent law firm improves information accessibility and mobility

#### Challenge

The law firm receives an overwhelming amount of day-to-day data that incur excessive off-site storage costs and an inefficient records management function. The firm wanted to revamp its records management processes by streamlining their data processing procedures, increase efficiency in records management, reduce redundant workflows and high storage costs.

#### How Ricoh helped

Our experienced team conducted an extensive on-site review of the firm's data management practices and procedures that included site visits, workflow observation, and the implementation of Ricoh's document scanning and management technology. As a result, the firm's records management workflows can be completed with fewer employees and significantly reduced its document storage costs by approximately 50 per cent. The firm's employees can also access information more easily and quickly, resulting in better productivity and efficiency.



Work faster, smarter and more securely

Learn how Ricoh's Scanning Services can help streamline your processes and drive better employee productivity, efficiency and collaboration. Find out more about our full range of Scanning Services [here](#).