

TRANSFORM YOUR WORKFLOWS

DIGITISATION

THE WAY WE WORK IS CHANGING

The world is quickly embracing digital formats to produce and share information, and businesses are transforming their workflows to adapt.

Source of documents coming into businesses

There is a clear shift towards digital document sources in the next 4 years.



Our recent research* shows that a vast majority of businesses claim to be heavily reliant on IT to transformation work processes, however a closer look tells us this may not be the case.

Are you a true Digital Transformer?

When we asked a diverse range of businesses where they were on their digital transformation journey what we found was what they think is not what they do.

A recent Canon IDC Survey showed that:

82% of businesses said they were highly dependent on IT/had started or are well into their digital transformation journey.



However in reality, the same survey reveals their immaturity in terms of their document process status

28% of businesses still worked with completely paper based processes

57% of the businesses were working at various stages of paper and digital workflows

14% said they had completely digitised workflows

What can you achieve through digital transformation?

Right now you are bombarded with digital and paper-based information that needs to be captured and processed – often by multiple people – before being securely stored for swift retrieval. Mix that with compliance issues, plus the headache of security breaches, and you'll soon realise why information management is one of the most costly and time-consuming administration tasks across businesses today.

Transforming your workflows can free up staff, cut admin costs and increase productivity.

Here's how we can help.

We create a digital filing cabinet for your documents

With Canon, you can digitise your filing and storage system. It's fast and easy and you only have to do it once. Once stored, you can easily locate the right information in the document management system and retrieve it in seconds. The storage and retrieval system stores and retrieves your documents no matter what format they are in (prints, electronic, barcode) and digitises them so everyone has instant and secure access (with your approval) to the information they need. Anytime, anywhere.

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achieve more.

Edits and approvals can be made on the go via a mobile device so you no longer need to pass paper documents around the office.

Our digital workflows remove the paper trails – in or out of the office

With Canon, paper-based workflows requiring processing and approval by multiple staff can be easily transformed into streamlined digital ones. Edits and approvals can be made on the go via a mobile device so you no longer need to pass paper documents around the office. Work smarter and faster – see the documents progress at any time in the approval process, track average approval times and restructure the processes to save you time and money.



Of SMBs have digitised their work processes



“The Canon implementation was at first just a print solution but it quickly became an implementation of a complete solution.”

Richard Rhodes, Head of ICT,
Frankston Toyota

Share information confidently and securely

Once information is in our document management system, our digital audit trail allows you to track all changes made by who and when. Logins and passwords can be set by individual or department, and control who has access to what. Vitally, our encryption feature ensures intruders do not compromise your valuable, sensitive or confidential information.

Easily edit, convert and share PDFs with digital publishing tools

We can provide you with all the tools to edit, collaborate and convert PDFs with ease. Enjoy the freedom of converting a document to Microsoft Word instantly. Additionally, you can digitally generate and digitally sign documents to speed up the approval process.

Transform paper based workflows into streamlined digital workflows allowing you to capture, edit, retrieve and store information, freeing you to focus on productive tasks.

Source: IDC-Canon Transformation Study, March 2016

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