

# Ricoh DMS — The Ultimate Document Management Solution

## One Process to Solve All Challenges

With Ricoh Document Management Solution, you can now capture, share and manage your documents with ultimate ease. Document capture automation allows mass conversion of paper documents into digital asset as well as substantially increases mobility and accessibility of eform solution further seamlessly; While document management centralizes all of your document into one single location, simplifies searching, retrieving and sharing of documents, at the same time provides much needed high security and scalability to grow your business.

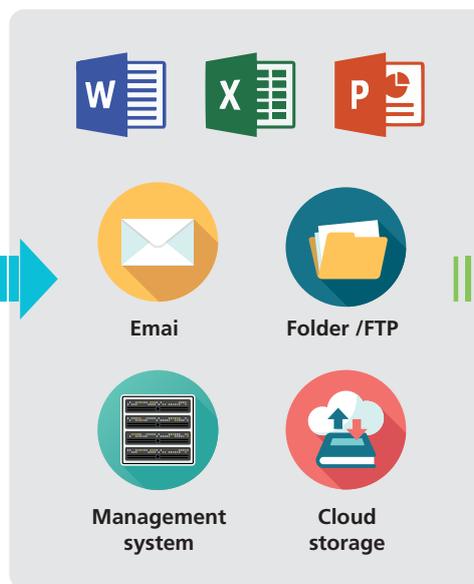
Ricoh end-to-end solution takes care of all your digitalization and document management needs with minimum efforts.



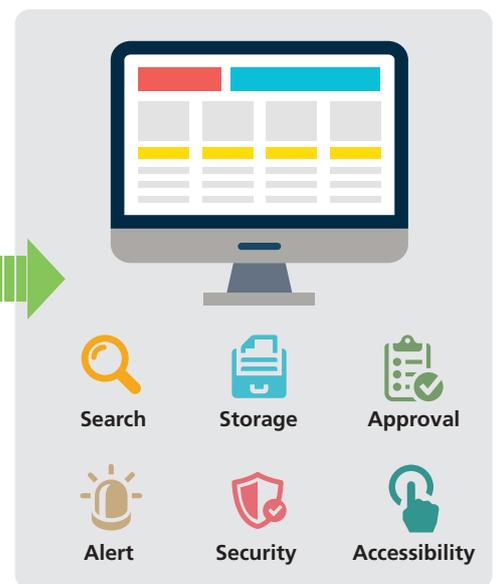
### 1 Collect



### 2 Process & Route



### 3 Management



- Multifunctional Printer (Paper)
- +eForm
- Mobile devices
- Email (e.g. Outlook)
- Microsoft Office Documents (Word, Excel, Powerpoint)

- Convert paper documents into digital documents
- Encrypt documents
- Combine several documents
- Convert documents into searchable PDF format with OCR process
- Convert documents into editable formats such as Word & Excel
- Send your documents to all kinds of back-end systems
  - o Email
  - o Folder / FTP
  - o SharePoint & documents management system
  - o Cloud storage

- Auto filing
  - o Company
  - o clients
  - o suppliers
  - o employees
- Instant search of documents
- Long-term documents storage
- Approval of documents
- Receiving notifications
- Secure documents sharing
- Access to documents anytime & anywhere

# How does it benefit SME?

From digitalization and centralization, eCopy ShareScan and OpenBee EDM work like a single process, minimize all hazzles and reduce costs to facilitate your business development.

1



## Simple Deployment and Usage

With our solutions being easy to deploy and operate, there is no need to organize training program for employees to adapt the new system. They are also available in various languages to better suit your employee's background.

2



## Accompany Your Business Growth

Our solutions are capable to scale according to your needs. That means as your business further develops, you can benefit directly from a larger range of deployment and licensing options without further adjustments.

3



## Minimize Efforts, Errors and Costs

As your large amount of paper documents are digitalized, centralized and combined, procedures for accessing and searching of documents are minimized. They are done automatically with minimum labor needs and thus largely reducing human errors and business costs.

4



## Enhance Mobility for Document Management

With our solutions, your employees, clients and supplies can share and retrieve files anywhere when needed. They can do so with their own PC, tablet or even smart phones or any kinds of smart devices. This mobility is perfect for their busy agenda.

5



## Augment Productivity and Satisfaction of Employees

Since files management becomes much easier, your employees can handle documents much faster and increase productivity. Besides, with workflow simplified and hazzles eliminated, our solutions help reduce stress for your employees and enhance their satisfaction.

# How does it benefit Professional Firms / FSI?

For many established professional firms, the large amount of resided paper documents is such a headache. But worry no more – as our solutions will tackle every possible problem you encounter during the digitalization of paper documents.



## Mass Digitalization

Our solutions are capable of digitalization of mass documents. You only need to install them into your existing systems, and you are good to go. With easy deployment and usage, you don't need extra training for your employee to benefit all the advantages they bring.



## Offsite Backup

As your documents are centralized, it also acts as an offsite backup. You can share grand projects or court documents anywhere & anytime. Your employees will have a much easier time to search and retrieve such documents. It also reduces possible human errors during all the managing processes.



## Strengthen Security of Legal or Sensitive Documents

Embedded with security features, our process helps you meet compliance regulations. It also secures access to your centralized important documents such as legal documents. Once sensitive content or threat is detected, our system will automatically send an email alert to notify employees in-charge to investigate. Besides, it also reduces risks of documents loss from physical accidents in the office or physical storages.



## Centralize All Documents

This single process not only digitalizes your paper documents, but also centralizes them into a single storage. No more hassles in waiting for the conversion of such documents from an overseas office. You only need to digitalize once. Then, your employees from any corner of the world can access your documents anytime with PC, tablet or even their own smart phone.



## Accelerate Reviews and Approvals of Contracts

With searching and retrieving process become much easier, the rate of reviews and approvals of contracts become much faster which increase your productivity and workflow substantially.

# Success Stories



## Rentokil Hong Kong

Global Pest Control Service Provider - Reduce costs with Ricoh DMS

### Goals

- Respond to clients' needs asap
- Digitalize paper documents and bills
  - o Create client database
- Automize billing procedures

### Challenges

- Large client base → Massive amount of data
  - o Match 3000 bills and 1500 invoices on a weekly basis
    - Take 13 working days
    - o Unable to meet the requirement of the rapid market
    - o Human error
- Consequence → Customer Churn

### Solution – Ricoh DMS solution

- Digitalize all kinds of paper documents
- Auto-matching of bills and invoices
  - o Instantly printed by Ricoh MFP

### Results

- Less labor required to handle more workload
- Procedure time: 13 → 3.5 working days
  - o 70% time reduced
- 98% accuracy
- Minimize operational costs;
- Accelerate billing procedures
- Increase cash flow



## Bedell Group

Leading Global Law Firm – Help company expansion with Ricoh DMS

### Goals

- Company expansion
- Increase general workflow

### Challenges

- Office space occupied by vast amounts of paper files
  - o Employees unable to retrieve and manage files after relocation
- Unable to transfer digital files into centralized document managing systems
  - o Forced to use recovery services

### Solution - Ricoh DMS solution

- Install eCopy ShareScan on numerous digital copiers
  - o Allow large scale scanning
  - o Easy-to-use interface → no need for training
- Centralize and integrate all paper documents

### Results

- Automize network updates to all devices with eCopy
  - o Reduce IT administration needs
- Enable employee to scan documents once
  - immediately share with all branches and devices
    - o Access and manage digital documents with ease from any location
    - o Dramatically improved workflow
- Help company Expansion with ease
- Increase Workflow