

Across the Boundaries



Document Digitization: Scan, Capture, Automate, Transform

Your Digital Transformation
Journey Begins when your
Reliance on Paper Records Ends.

INSIDE

The need for document
digitization and its benefits.

Use cases across
industries and functions.

Why Fujitsu is best
positioned to deliver.

The Need for Document Digitization

In a connected, digital economy, reliance on paper-based systems and processes is no longer an option for enterprises that want to embark on a digital transformation journey.

■ Enable Digital Transformation

Enterprises need to digitize their paper documents that contain critical information to automate their processes for a successful digital transformation journey. Else, enterprise digital transformation is a non-starter.

■ Boost Digital Thailand

Document digitization is getting a boost due to government initiative. The Thai government has officially announced its focus on becoming a digital economy and is encouraging businesses to make better use of digital technology to improve efficiencies.

■ Establish Paper-IT System Connection

Connecting document management solution with enterprise IT systems like CRM and ERP can help firms manage information in both digital and analog forms leading to better efficiencies.

■ Enhance Customer Experience

Digitizing paper documents ensures faster retrieval of information by field and operational staff translating into better front desk and customer service efficiency that leads to an enhanced customer experience.

■ Improve Information Sharing

In a digital economy, sharing of knowledge and best practices is critical to the success of a business. Digitizing paper documents allows employees to easily share information and knowledge in a safe and secure way.



To get started on the digital transformation journey, a Document Management Solution (DMS) is a must. A DMS connects an organization's internal IT systems with paper-based documents to manage information in both analog and digital formats.

Benefits of Document Digitization

From improving efficiencies to enhancing customer experience to reducing costs, the benefits of document digitization far outweigh any necessary investments.

- **Improve Operational Efficiency**

Digitizing documents and connecting them with enterprise IT systems leads to faster retrieval of information by employees across departments from anywhere and at anytime, thus improving the operational efficiency of firms.

- **Better Security of Sensitive Data**

Document digitization enhances security and maintains confidentiality of critical data and information by restricting access through permission settings to only the authorized personnel, besides eliminating chances of misplacement of physical documents.

- **Boost Customer Service**

By enabling customer facing employees to access critical information at anytime in just a few clicks ensures that they are able to address customer requirements faster and in a more efficient manner thus boosting customer experience.

- **Improved Automation of Processes**

Digitizing documents and connecting them with enterprise IT systems can enable organizations to digitize and automate some of their business processes thus increasing employee productivity and improving operational efficiency.

- **Reduced Costs**

Digitizing documents and eliminating paper saves huge amounts of money incurred in storage, retrieval, and filing costs and providing security for confidential and critical paper-based documents.



Productivity of professional staff would improve by 30% if they can find internal information and documents as quickly and as easily as they find information on the web.

Source: AIIM Survey

Use Cases

Industry Use Cases

- Government
- Banks and Financial Institutions
- Healthcare
- Education

Functional Use Cases

- Accounting
- Finance
- Operations
- Human Resources



Industry Use Case | Government

For a successful Digital Thailand, the government needs to digitize paper documents for better and more efficient record keeping and improving public services.



Land Records

Digitizing land records can help the government keep an updated record of ownership and registrations that's accessible anytime, anywhere and ensure that there is no loss in revenue and prevent frauds.



Public Documents

The government can easily enhance public services and improve accessibility of public documents and records by digitizing them so that they are accessible to the citizens anytime and from anywhere.



Census Documents

These critical documents need to be digitized not only to ensure their safety and security, but also to enable analysis of this crucial data by various government departments for better policy making.



Passport Documents

Digitizing passports and other related documents can help the government enhance security of citizens by improving the ability of border officials to easily verify personal identities of travelers.

→ Key Benefits

- 1 Improve Information Accessibility**
Citizens can easily access public documents.
- 2 Data Analysis**
Data from paper documents can be shared and analyzed.
- 3 Better Security**
Security of documents and citizens can be enhanced.



Industry Use Case | Banks and Financial Institutions

By digitizing paper documents, information can be shared faster and more easily between offices, while improving the efficiency of operations and enhancing security.



Transaction Forms and Records

Various internal records and transaction forms can be digitized efficiently and stored in an electronic form for enhancing compliance and security, besides providing quick access to them anytime and from anywhere.



Personal Data

Sensitive financial and personal customer information such as credit scores, deposits, loans, address, and phone numbers can be digitized for enhanced security and faster transfer of information between locations.



Loan and Application Documents

Critical documents such as loan and application forms can be digitized for easy and efficient sharing of information between various offices, departments and locations for improved operational efficiency.



Front Desk Efficiency

The ability to both digitize and retrieve digitized information quickly and efficiently by the front desk staff enhances the productivity of the employees while improving the overall operational efficiency of the function.

→ Key Benefits

- 1 Faster Information Sharing**
Information can be shared faster between departments and locations.
- 2 Improve Operational Efficiency**
Operational efficiency at both back office and front office can be improved.
- 3 Enhance Security**
Loss of documents is prevented thus improving security.



Industry Use Case | Healthcare



By digitizing paper documents and reading the information using OCR and barcode, healthcare professionals can get easy access to critical patient records and improve outcomes.



Medical Records

Digitizing medical records such as medical history, clinical data, diagnosis, can help healthcare professionals securely access critical information quickly leading to improved patient outcomes.



Insurance Documents

Digitizing insurance documents gives insurers the ability to provide faster and more accurate responses to customers besides automating key insurance functions like policy administration and claims.



Patient Information

Sensitive medical and personal patient information such as medical history, past ailments, consent forms, insurance information, and contact details can be digitized for enhanced security and easy accessibility.



Documents and Information

Digitizing medical and patient records can enable easy, fast, and secure sharing of information with healthcare professionals and insurance firms for better patient care and improved operational efficiency.



Better Care and Efficiency

By digitizing records and providing easy and quick access to medical and patient records, hospitals can enhance patient care and improve the operational efficiency of their front desks.

→ Key Benefits

- 1 Access Information Faster**
Crucial information can be accessed faster by healthcare professionals.
- 2 Front Desk Efficiency**
Address enquiries of patients and customers faster.
- 3 Enhance Security & Compliance**
Improve security of key documents like medical history and patient records.



Industry Use Case | Education

Digitizing education materials such as books, submissions, grading reports, scanning answer sheets can lead to enhanced collaboration and better record keeping.



Book Scanning

Digitizing books can protect them from damage, loss, and theft, thus increasing their longevity and protecting investments, besides enabling simultaneous access of the same resources by multiple students. While libraries can use this for educational purposes, museums can use them for preserving historical documents.



Notes and Grading Reports

Students can easily share notes between themselves and teachers can share grading reports with parents and students by digitizing them, besides enabling better record keeping of important documents.



Student-Teacher Collaboration

Digitization can lead to better and enhanced collaboration between teachers and students as they will be able to work on the same document simultaneously thus enabling faster feedback and submissions.



Back-Office Efficiency

Digitizing student data and documents improve the efficiency of back-office procedures like issuing transcripts while cutting operating costs, besides enhancing the privacy of student records.

→ Key Benefits

- 1 Enhanced Collaboration**
enhance collaboration between students and between students and teachers.
- 2 Operational Efficiency**
Improve efficiency of back-office functions while saving costs.
- 3 Resource Sharing**
Enable sharing of key resources like books, notes, and periodicals.



Functional Use Cases

From reducing errors to improving operational efficiencies to enhancing compliance and security, digitization of documents has applications across multiple organizational functions.



Accounting

Information from paper documents like delivery slips and invoices that usually require manual entry can be automated with OCR systems coupled with robotic process automation (RPA) to improve efficiency and reduce mistakes and errors.



Finance

Time spent on processing regular payment requests that come with paper receipts can be greatly reduced by using scanners to digitize documents and send them as images thus improving the operational efficiency.



Operations

Documents needed for evaluation and scrutiny can easily be shared between various offices and departments across locations at anytime by digitizing them thus enhancing security and improving efficiency.



Human Resources

Personal documents and performance appraisal records of employees can be digitized and stored safely for anytime, anywhere access thus minimizing administrative effort and easy sharing of data between departments.

→ Key Benefits

- 1 Eliminate Errors**
Replace manual data entry with OCR and eliminate errors.
- 2 Automate Processes**
Link OCR with RPA to automate processes and improve efficiency.
- 3 Security & Compliance**
Improve security of key financial and HR documents and meet compliance requirements.

Fujitsu: The Trusted Leader

Fujitsu's partnership approach ensures that its comprehensive solutions can easily be integrated with your existing infrastructure thus enhancing the value of your investments.



Global Leader

Fujitsu is the undisputed leader in the image scanner market since 2009 with leadership across geographies and product segments. The company has continually pushed boundaries and created solutions that facilitate customers' activities.

Comprehensive Solution

Fujitsu's comprehensive solutions with document management service ensure that customers can easily streamline their business processes with high quality, simple and scalable solutions.

Integration With Existing Infrastructure

The document digitization solution from Fujitsu can easily be integrated into your existing IT infrastructure thus protecting investments and avoiding expensive revamps and retraining of staff.

Co-creation Partner

Co-creation is Fujitsu's approach to driving customers' digital transformation and to deliver value through digital solutions that are in context and in tune with your unique needs to deliver the best outcomes.



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