Introduction:
Organizations are beginning to implement paper-reduction requirements as pressure to digitize increases across institutions and governments. As regulation and compliance standards change, Records Management must modernize to keep up. Access and retention is the foundation of good records management; these processes are important to achieve compliance, as well as to control costs and availability of information whenever and wherever it is needed. When Records Management departments struggle to find documents in an efficient manner, the ability to answer important business questions is significantly impaired.

Business Obstacles:
Huge amounts of manual sorting, filing and distribution leaves room for error. Human inaccuracies can lead to misfiled and misplaced documents, and the subsequent administrative hold-up can delay other important business processes. Voluminous paper files take up valuable space; in fact, a recent AIIM study revealed that an average of 13.5% of office space is taken up by paper files.1 Paper-based file systems have a myriad of deficiencies, and protecting records is critical for compliance. Paper records are inaccessible and difficult to track, often in dispersed departments, delaying the process to retrieve a certain piece of information. It is also challenging to leverage insights that can be gleaned from effective data management. Resource trends go unnoticed because big data cannot be integrated seamlessly into operational processes from paper records.

Current Offerings:
Inefficiencies in manual processes can be resolved by document capture solutions. Capture enables scalable imaging programs that make documents readily available across an organization. However, current products do not meet the complex needs of Records Management. They have inflexible pricing and license structures which drive up costs for high volume batches. Custom connectors to integrate into existing enterprise content management workflows are expensive and complicated. Existing products have inadequate end-user support and infrequent technology updates. Overly difficult integrations and offerings also require long training sessions, pulling employees away from important daily activities.

Challenges
- Penalties for delayed information retrieval
- High storage costs
- Inefficient document sharing processes
- Inability to utilize large amounts of data

Benefits
- Easy and effective searchability
- Reduction in storage space
- Managed document sharing
- Ability to leverage data for business intelligence

Why Fujitsu Solutions Group:
Fujitsu Computer Products of America, Inc. (FCPA) is committed to providing the best document capture experience in the industry. Fujitsu dedication is demonstrated through high-quality products, top rated customer service, and a drive to continuously evolve as a business partner. FCPA has earned multiple accolades and awards for its best-in-class scanners. Now, through the Fujitsu Solutions Group, FCPA will also offer high-quality, scalable capture software.

This software portfolio helps bridge the gap between electronic and paper-based records. It handles original and next-generation documents with precision and clarity, and while hand-written notes and forms are difficult to decipher, the software uses industry-leading image processing to automatically enhance and improve character integrity for a sharp capture. Intelligent indexing automatically separates, classifies and organizes documents to save time and manual sorting. Seamless integration with leading record management systems provides increased accessibility and security of records. Documented processes ensure compliance with regulatory guidelines for retention and privacy.

The Fujitsu Solutions Group is proud to provide a software solution that features unlimited scan per license, frequent software updates and connector options, therefore providing a cost effective way to improve office productivity and efficiency.

Learn More: us.fujitsu.com/fcpasolutions

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