

DigiDocFlow®



Create long-term savings with DigiDocFlow

Do you want to save money and increase efficiency? With DigiDocFlow you can!

DigiDocFlow allows users to easily capture documents and distribute copies to any location on the network, directly from an MFP, allowing users to quickly and efficiently integrate documents into their digital workflows. DigiDocFlow ensures that the document is stored in the proper folder as a text searchable file. These can be files for archiving, like PDF/A files, or files that can be edited after scanning, like Word or Excel files.

With DigiDocFlow it's possible to have real-time bidirectional communication with your network and/or database. The correct storage location can be selected directly on the display of the MFP. Processes that previously needed to be done manually and were time consuming, can now automatically be finished in a matter of seconds, making it possible to save a lot of money and time.



Reduce costs related to:

- Archives/filing cabinets taking up valuable space
- Desktop scanners being replaced with one MFP
- Time consuming process of storing/retrieving files
- Printing paper, ink toner and overnight couriers
- Reprinting files after being lost/misplaced
- IT management handling software

DigiDocFlow - Experience simplicity

- Return on investment on your MFP
- Valuable space to use for other purposes
- Employee efficiency and productivity
- Data security by creating secure text searchable files
- Customer services efficiency and response time
- Use of business applications by storing documents directly in the application you use

Combining the service of your multifunction device and DigiDocFlow, you will have the chance to enjoy long-term money savings in combination with an optimized efficiency.

DigiDocFlow®



Experience the simplicity of scanning

DigiDocFlow brings the power of scanning simplicity to everyone. DigiDocFlow offers you the possibility to create a digital archive by scanning and storing files directly from your multifunctional device. In just three simple steps, your document is scanned and intelligently stored within your network, as a text searchable PDF file. Simply place the document on your multifunctional device, select a predefined workflow and push the button. One of the biggest advantages of searchable PDF files is that they can be retrieved within seconds, from any workstation on the network, by doing a simple key word or phrase search.



Functionalities and advantages

Digital archiving with DigiDocFlow is just as easy as making a copy. With one press of a button a MFP creates a digital copy which is stored anywhere, for example into your Windows folder structure, Microsoft SharePoint or any other business application.



Intelligent filing: DigiDocFlow can store documents directly in the correct folder if it already exists. Otherwise, folder & file names are created automatically based on date, time, etc.



Multiple output formats: Convert scanned documents into text searchable file formats, like Word, Excel and PDF/A files. Convert documents into PDF/A files to digitally archive documents and ensure the preservation of the contents. Or use the Word output to create an editable file,

which can be edited after scanning, in any editing application, like Microsoft Word.

Money saving scenario

Archive and store documents

Current workflow

Every company has the need to archive and store all kinds of documents, such as invoices. These documents are usually stored in filing cabinets, wasting valuable space. Employees must invest a lot of time in filing all documents and searching through filing cabinets to retrieve the required files again.

When multiple documents need to be stored as one complete file, all documents are combined manually and then scanned to a single PDF file, which is stored digitally.

Workflow with DigiDocFlow

Employees scan all files using DigiDocFlow which can convert all files into secure, searchable PDF files. DigiDocFlow can store the documents directly into the proper location in any digital archive: in a Windows network folder, Microsoft SharePoint or in a business application. Documents can be retrieved instantly via a simple text based search. Multiple PDF files can be combined into one PDF file with DigiDocFlow, which can then be stored anywhere. The file is now accessible and adjustable for everyone with the appropriate access and can easily be shared among other employees.

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