

# DOCUMENT PROCESSING TIMESAVING AUTOMATION

Offering intelligent document capture, processing and delivery, we have a simple and flexible business solution that provides seamless electronic workflows for documents. It manages document-based processes easily and with absolute reliability, releasing valuable time to your employees, to focus on the more interesting elements of their roles. Most employees spend considerable time on recurrent tasks as part of their everyday office work, and unnecessarily. Documents have to be scanned, reviewed and delivered to one or more destination, such as another department, a customer data (CRM) system, or an electronic archiving solution.



All of these administrative tasks involve a lot of manual intervention for each individual document, so daily office procedures become prone to time-consuming practices, as well as human error. Instead of this, we provide a solution that handles these tasks **effortlessly**.

After clicking a single button, the application automatically scans the required information, and **intelligently processes** the document content. For instance, a document is recognised as an invoice, and reads an Invoice Number, the Invoicing Supplier name and the date, and will **automatically** forward it to the Accounting Department.

The solution can also use this information to name the document, using a predetermined format, such as **Invoice12345-NuProcess-20181108.pdf**. Document operators do not even need to enter any metadata, since the solution will automatically add these as well.

The application's intelligent document capture, processing and distribution capabilities ensure fully automatic document workflows, making internal procedures **faster**, more **productive**, help to **reduce costs** and let companies concentrate on the really pressing business tasks rather than wasting time with lengthy administrative procedures.

## KEY FEATURES

### Document capture

**Capture** from various sources, including your Konica Minolta multifunctional devices (MFD), desktop computers or laptops, emails, databases, FTP servers and Windows "watch" folders.

**Workflows** start directly on the panel of the MFD, with the ability to enter additional workflow information as required, such as naming the document, and selecting destinations.

**Secure** workflows require a user login, using the user's network login details. Administrators can also allocate individual workflows to specific users or user groups. No additional login needed.

**Limit** the scan settings to specific workflows to control characteristics like file size, allowing larger resolution for important graphical documents or restricting to mono if not important.

### Document processing

**Reliable** OCR text recognition, allowing textual content to be recognised digitised, and transformed into editable, extractable content that you can search for.

**Intelligent** separation and routing of documents in line with the information contained in the recognised barcode, which can be selected for different documents in different places.

**Analyse**, process and distribute the content of documents such as surveys, utilising the Optical Markup Recognition (OMR) functionality depending on the mark-up.

**Enhance** and improve the captured document automatically, delete white spaces, borders and empty pages, remove dots and punch-hole shadows, deskew, despeckle, rotate or smooth.

**Recognition** of zones or FreeForm according to rules and zones, and process documents individually according to their recognised content. No manual intervention is required.

**Automatic** conversion into the most popular electronic formats is supported, including Word, Excel, PDF, sPDF, JPEG, TIFF, XML, PDF/A and more.

### Document Distribution

**Deliver** documents directly into desired network location folder from the MFD panel, or automatically address these according to workflow specifications.

**Integrate** using connectors to SharePoint, Google Drive, Windream or Docuware, an XML generator, or store documents into your chosen system database.

**Forward** documents to any internal or external email addresses, whether preset or specified on the MFD panel, using Active Directory or LDAP address book.