

Document Workflow Heads To The Cloud

Cloud-based services have become part of the push to **remove complexity from document-centric workflows**, while making them easier to acquire. By combining a variety of resources — hardware, software and expertise — a business **can accelerate process automation by capturing, storing, sharing and transforming** paper-based and electronic documents.



What To Look For In Cloud-Based Document Platforms



Intelligent Capture

Do the processes help transform information on paper into flexible digital content?



Protected File Storage

Can captured information be made available to authorized users through password-protected access?



Audit and Compliance

Does the document management process support compliance by providing access to documentation for regulatory and audit requirements?



Index and Search

Once the system extracts meaning and value from scanned documents, is information automatically indexed and stored in a searchable format?



Mobile Access

Does it enable anywhere-anytime content access, so employees can better manage, process and share documents?



Integration

Does the platform easily integrate with your environment, including your MFP, laptop and smartphones?

Excerpt from "Document Workflow Heads To The Cloud" by Carro Ford, June 2015

Leverage the cloud for more efficient business with Fuji Xerox cloud solutions. You can also perform tasks more efficiently by linking your cloud service to your multi-function devices to provide document management and workflow automation. Visit us at: <http://www.fxap.com.sg/solution/cloud>