

Simplify Capture, Storage & Retrieval

More
Than
Print



An antiquated filing system that slowed down business gets a refresh. Time spent on approvals reduced from 4 hours per week to *30 minutes*.

Earl works for a family run company that has evolved from a scrap metal brokerage firm to a custom fencing provider/pavement marking contractor. A big part of the company's fence business is focused on high-security fencing for municipal, federal and other high-security customers. Since the company was established in the early 1900's, there is a very complicated, and quasi-structured filing system that has such a steep learning curve in its utilization, the company has hired staff to find and put away documents. In addition, business is slowed down when things get put on hold to retrieve the appropriate documents to move a project forward.

Business Challenges

- Multiple steps required to distribute documents to varied recipients
- Search functions are limited and time consuming
- Manual handling of paper files is inefficient
- Unable to access documents from remote locations



The Ricoh Solution

Easily and seamlessly scan documents directly into the electronic file cabinet or intelligent indexing tray. If scanning directly into the electronic filing cabinet, Earl can designate what type of document he is scanning to index directly at the machine. Because Earl entered in the appropriate information at the time of scan, everyone can find the information easily. Earl can even scan to electronic trays to allow others to index (file-away) at their leisure.

Mobile solutions for Field Superintendents enable remote access to data and/or project documentation. Immediate access to data in the field speeds up business processes so the user and customer experience is bolstered.

Business Results

- Increased worker productivity and efficiency with a simplified process of digitizing paper documents making it easy to search and retrieve documents
- Documents can be organized and stored without a waiting period to access them
- Find documents with ease since you no longer need to remember the file name or where it was saved (search using index values)
- Documents in the cloud are always available and can be accessed securely any time and from any device
- Documents are securely stored and backed up, reducing the risk of lost files
- Superintendent's time spent on approvals reduced from 4 hours to 30 minutes per week