FUJIFILM
Value from Innovation

Integrated work process transforms your workstyle.

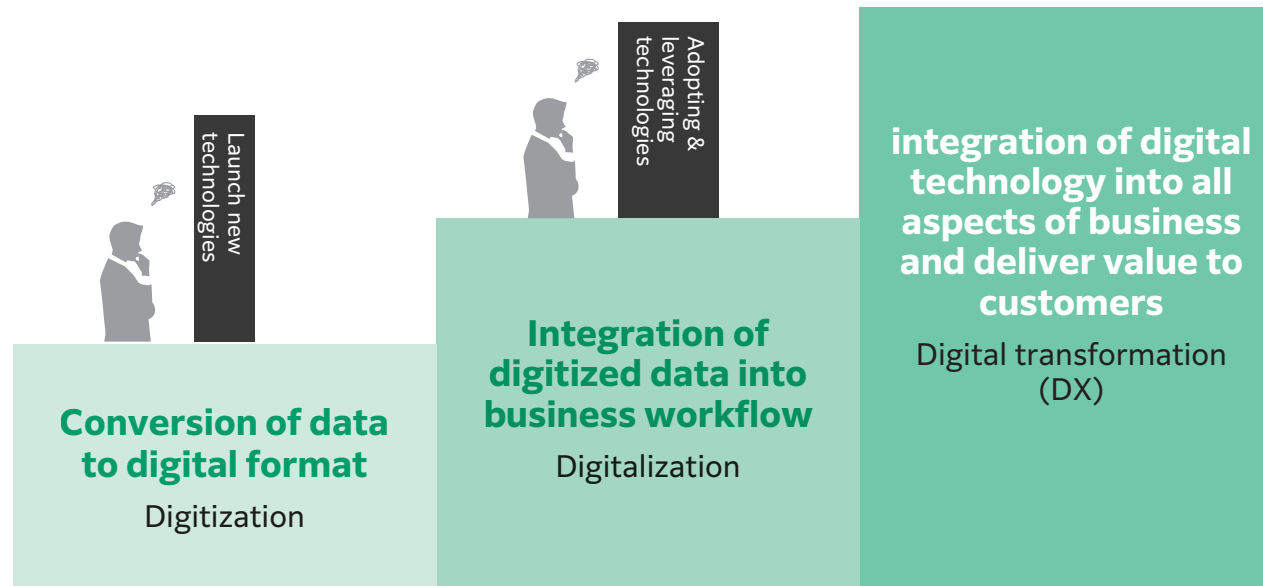# Kickstart digitalization of document processes

INDEX

1 | Current state of digital transformation (DX) worldwide

In today's fast-paced world, businesses are under increasing pressure to embrace agility, making digital transformation an urgent priority. Despite widespread efforts to initiate digital transformation, only approximately 22%* of companies in the APAC region have successfully achieved significant transformation, positioning themselves to innovate and effectively engage with customers. For companies, especially SMEs, navigating the digital transformation journey presents several challenges. This journey typically unfolds in three key steps. Initially, in the "Digitization" phase, the primary challenge lies in successfully launching new technologies. Subsequently, the focus shifts to effectively adopting and leveraging these technologies—a hurdle that often proves daunting for many companies, causing delays in their digital transformation efforts.

Launch new technologies

Adopting & leveraging technologies

integration of digital technology into all aspects of business and deliver value to customers

Digital transformation (DX)

Integration of digitized data into business workflow

Digitalization

Conversion of data to digital format

Digitization

An essential strategy for companies, especially small and medium-sized ones, venturing into digital transformation (DX), is to prioritize the digitization and digitalization of their "business documents". This involves capturing essential information, leveraging it within their business workflows and processes, and storing it securely in suitable digital environments – which is "Digitalization of Document Processes".

Digitalization of Document Processes has significant potential to kickstart digital transformation (DX) initiatives.

*State of Digital Transformation Report: APAC | TEKsystems

2 | How to tackle the challenges of digitalizing document processes?

Digitalization of document processes is an ideal first step towards DX. Unfortunately, many companies face problems and difficulties in promoting it. FUJIFILM IWpro is the solution to these problems and difficulties.

What are the challenges to DX?

Digital operations haven't taken hold, so getting rid of paper seems impossible...

It's challenging to drastically change the current work process with vendors...

The process between new system still requires manual work, so it's not as efficient as you expected...
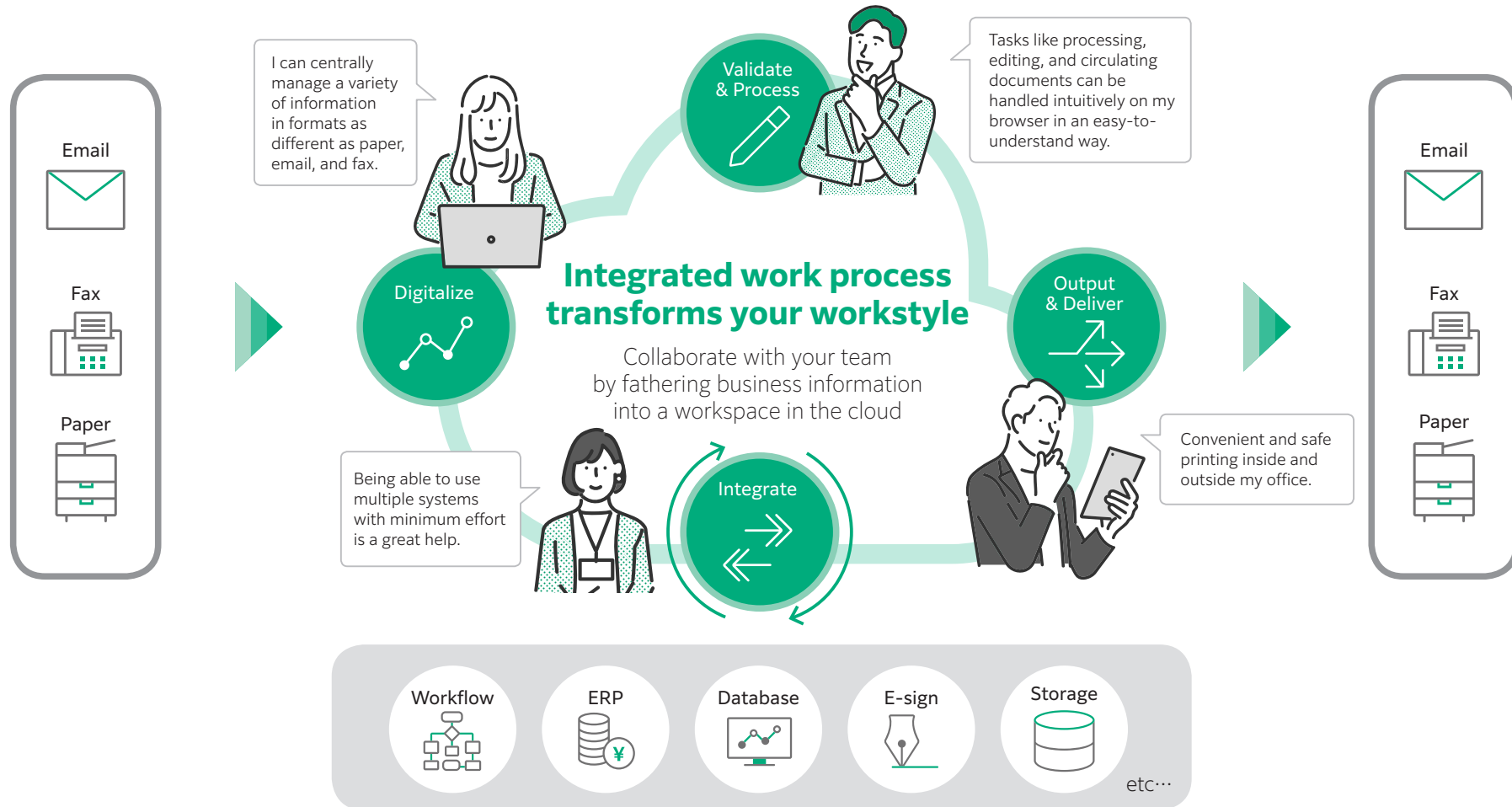
FUJIFILM IWpro can resolve all those DX challenges!

3 | What is FUJIFILM IWpro?

It's a cloud service providing an integrated environment that bridges the gap between jobs and systems and ensures smooth progress in all stages of work, from capturing of information to its utilization and storage.

Email

Fax

Paper

I can centrally manage a variety of information in formats as different as paper, email, and fax.

Validate & Process

Tasks like processing, editing, and circulating documents can be handled intuitively on my browser in an easy-to-understand way.

Digitalize

Integrated work process transforms your workstyle

Collaborate with your team by fathering business information into a workspace in the cloud

Output & Deliver

Email

Fax

Paper

Being able to use multiple systems with minimum effort is a great help.

Integrate

Convenient and safe printing inside and outside my office.
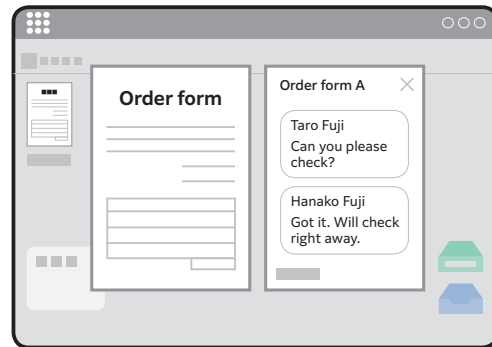
Workflow

ERP

Database

E-sign

Storage

etc···

By integrating the systems used in the digitalization of document processes into one platform, it optimizes all processes, from the capturing of information to its utilization and storage, transforming the way you work.

# 4 | Connecting different facets of work with FUJIFILM IWpro

FUJIFILM IWpro connects people, data, and jobs as shown below.

"I want to increase the efficiency of creating and managing documents as well as of understanding work progress and communication between internal and external personnel."

"I want to centrally manage all received forms electronically without having to change previously adopted methods."

"I want to digitalize work while leaving untouched the systems I am already using and am familiar with."

Email　Paper　Fax

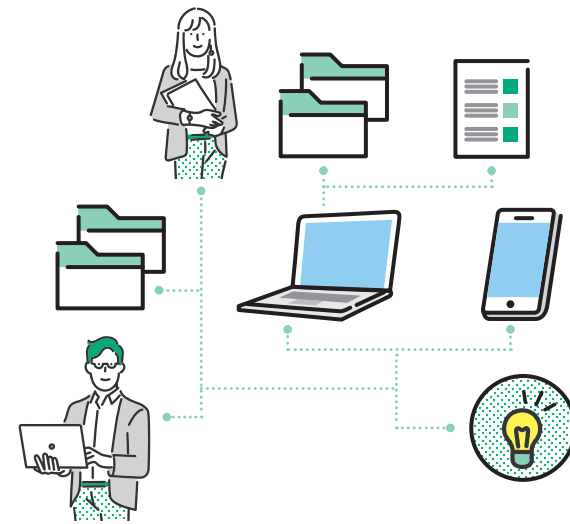Share information with your team in your workspace.
You can see the progress of work and tasks in real time and can even communicate by chat while sharing documents.
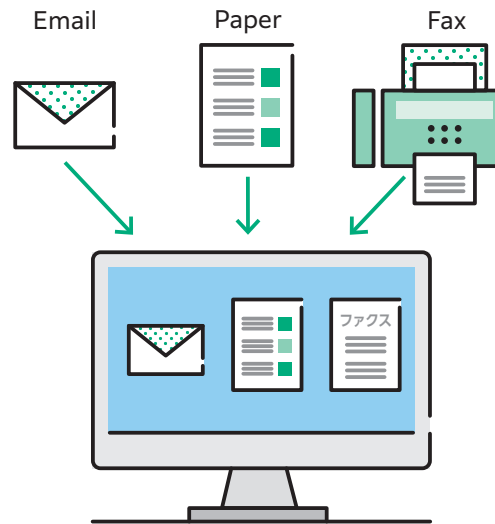
Documents received through different channels are automatically imported and converted to electronic data. Centralized management makes sorting more efficient.

Connect existing systems to easily and seamlessly link information and data.

5 | Challenges that can be solved with FUJIFILM IWpro

Typical **challenges** in existing business processes

I want to share information and communicate **in real time with internal and external teams....**

We receive forms in so many different formats- paper, email, fax and so on-that we **inevitably end up making oversights....**

I want to make my work more efficient but at the same time continue to **use existing systems....**

Other **challenges**

If the person in charge is absent, everything stops. I want to **prevent work from becoming personalized....**

I want to **be able to print without any worries** while on the go or when working from home....

FUJIFILM IWpro solves everything at once!

Stimulates information sharing and communication

Reduces hassles and oversights by automatically importing forms

Ensures seamless integration with different systems

Makes it possible to share work procedures for routine tasks and prevents tasks from becoming personalized

You can print anywhere, regardless of where you work.

6 Examples of typical challenges solved by FUJIFILM IWpro

Examples of typical challenges solved by FUJIFILM IWpro

1 Stimulating information sharing and communication

Have you experienced any of these problems?

☐ Creating and sharing documents as a team is not very efficient....
☐ It's hard to know the current state of progress unless you ask the person in charge…
☐ Communication methods vary depending on the individual person, which makes it hard to interact....

I wish I could be more connected to my team members....

Share information and communicate with your team in real time by sharing a workspace with them.

- Tasks like processing, editing, and circulating documents can be performed intuitively in the workspace.
- You can share your entire workspace and share your work as well as work progress in real time.
- You can communicate via chat while sending/receiving and sharing documents, thus improving the productivity of teamwork.

Editing Office documents

Edit like you would with paper, adding sticky notes, date stamps, etc.

Combine different documents into one, split them, and edit pages freely

Thumbnail view

Process and edit documents as intuitively as you would with paper.
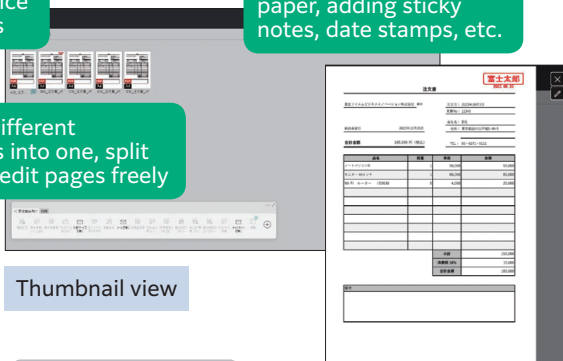
Share progress status and document content in a shared workspace

List view

Chat while viewing documents

Communication is much easier when you can chat while looking at file images.

Access the system from your mobile and check everything while on the go.

Examples of typical challenges solved by FUJIFILM IWpro

2 Reducing hassles and oversights by automatically importing forms

Have you experienced any of these problems?

☐ We have given up on digitizing documents in order to match the workstyle of our business partners....

☐ Forms arrive through different channels and I'm worried about oversights....

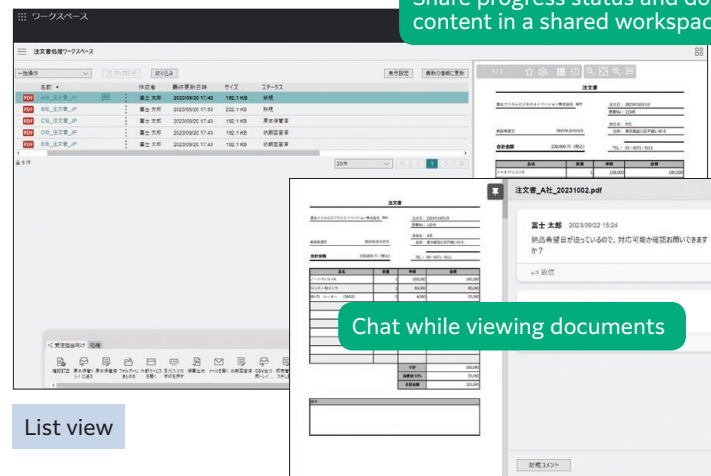☐ It is a hassle to manually sort incoming forms for each person in charge....

Is there a way to make things more efficient?

▼

Centralize the processing of information received through different channels and prevent oversights.

- Automatically import all information received in formats as different as paper, email, and fax and go over them in list form in your workspace.
- No need to change how you handle documents depending on their format and no need to worry about oversights.
- Attributes used for classification are also automatically acquired and automatically sorted based on work criteria, making work and management more efficient.

Scan

Email

Fax

Web upload

Hassle-free, automatic importing and sorting!

Automatic import

Information extraction
(QR/non-standard type OCR)

Image correction

Sorting & delivery

Documents and attributes can be displayed as a list so you won't miss any necessary information.

Examples of typical challenges solved by FUJIFILM IWpro

3 Seamless integration with different systems

Have you experienced any of these problems?

☐ Manually inputting the contents of each form into multiple systems takes time….
☐ Accessing the system every time I need to input data is a hassle….
☐ I want to improve efficiency without having to change the system I'm currently using….

There's been no improvement in spite of digitization.

Link up documents and data to different systems.
Improve efficiency without changing the services you are currently using.

- FUJIFILM IWpro allows you to input documents and data with minimal effort and bridge the gaps between systems, thus improving efficiency.
- The system you want to exchange documents and data with can be easily called up from the workspace using your browser.

System integration

Task toolbar Scan Fax Email

File output/import
Attribute registration
CSV output

PDF CSV

Business systems
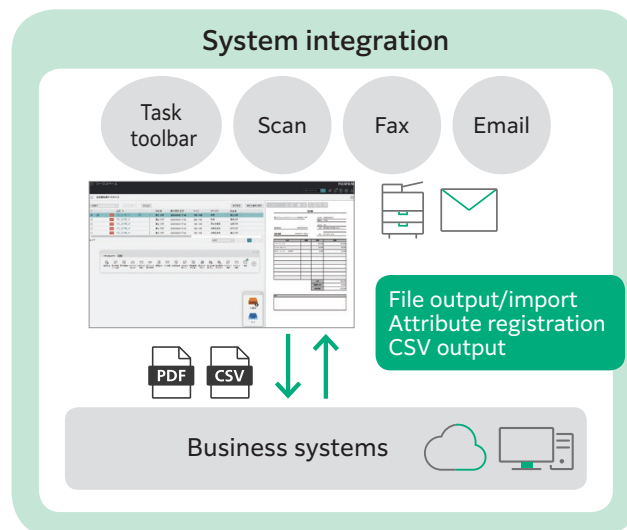
No need to access another system every time you copy documents or data.

Browser display

Own browser display
Drag and Drop
Screen capture acquisition
Copy and paste numerical values
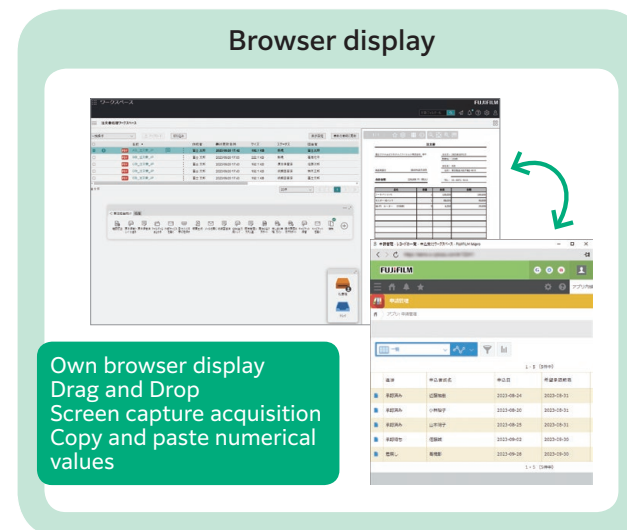
Increases the efficiency of the system you've been using.

7 Examples of solutions to other challenges using FUJIFILM IWpro

Examples of solutions to other challenges using FUJIFILM IWpro

4 Sharing work procedures for routine tasks and preventing the personalization of work

Have you experienced any of these problems?

☐ Sometimes mistakes and rework occur during work processing, causing delays....

☐ If processing procedures are personalized and the person in charge is absent, work will stop....

If the person in charge is absent, everything stops.

Improve efficiency by registering routine tasks in the work navigation function. Working by following shared work procedures reduces mistakes and rework and prevents tasks from becoming personalized.

- Processes like document import, editing/processing, business system startup, distribution/storage can be registered in the work navigation function.
- Tasks can be performed step by step by simply following navigation cues and clicking a button, thus reducing mistakes and rework.
- Work navigation functions can be shared by members using the same workspace, making work more efficient regardless of gaps in experience or skills.

Workspace screen

Sample templates are provided

Order process
Multi-channel capture & delivery
Multi-channel capture & file management

Complete tasks efficiently and without hesitation by simply performing a series of clicks, even if you are not used to them.

Task toolbar

電帳法文書確認

取り出し　確認訂正　帳票生成　キャビネット保管　キャビネットを開く

Sample templates for the work navigation function are provided to let you immediately experience increased efficiency.
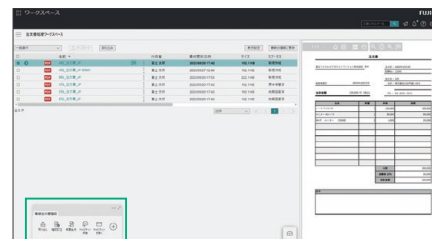
Just follow the workflow

Examples of solutions to other challenges using FUJIFILM IWpro

5 Print anywhere regardless of where you work

Have you experienced any of these problems?

☐ I want to print presentation materials while on the go....
☐ I need to print something while working from home....
☐ Security is a concern when printing outside the office....

I want to work the same way wherever I am.

Enjoy a safe and easy printing environment wherever you are, from any device.

● You can print securely from anywhere, inside or outside your office. You can also track who printed what, when and where.
● You can print from a variety of mobile devices on multifunction printers at 7-Eleven stores across Japan or at your company's locations.
● You can prevent information leaks by allowing printing only with permission from a superior.

Off-site print

Prevent information leaks by checking with your superiors before printing.
View and manage printing logs generated outside the company.

Print as if in the office wherever you are.

F3
F2
F1

Upload the documents you want printed before leaving

Re-upload documents you have modified while on the move

Print from a local multifunction printer

And for your peace of mind, you can choose to be notified in advance when confidential documents are printed.

Own office

Co-working space

Secondary office location

Print anywhere

8 | Conclusion

Conclusion: What is FUJIFILM IWpro?

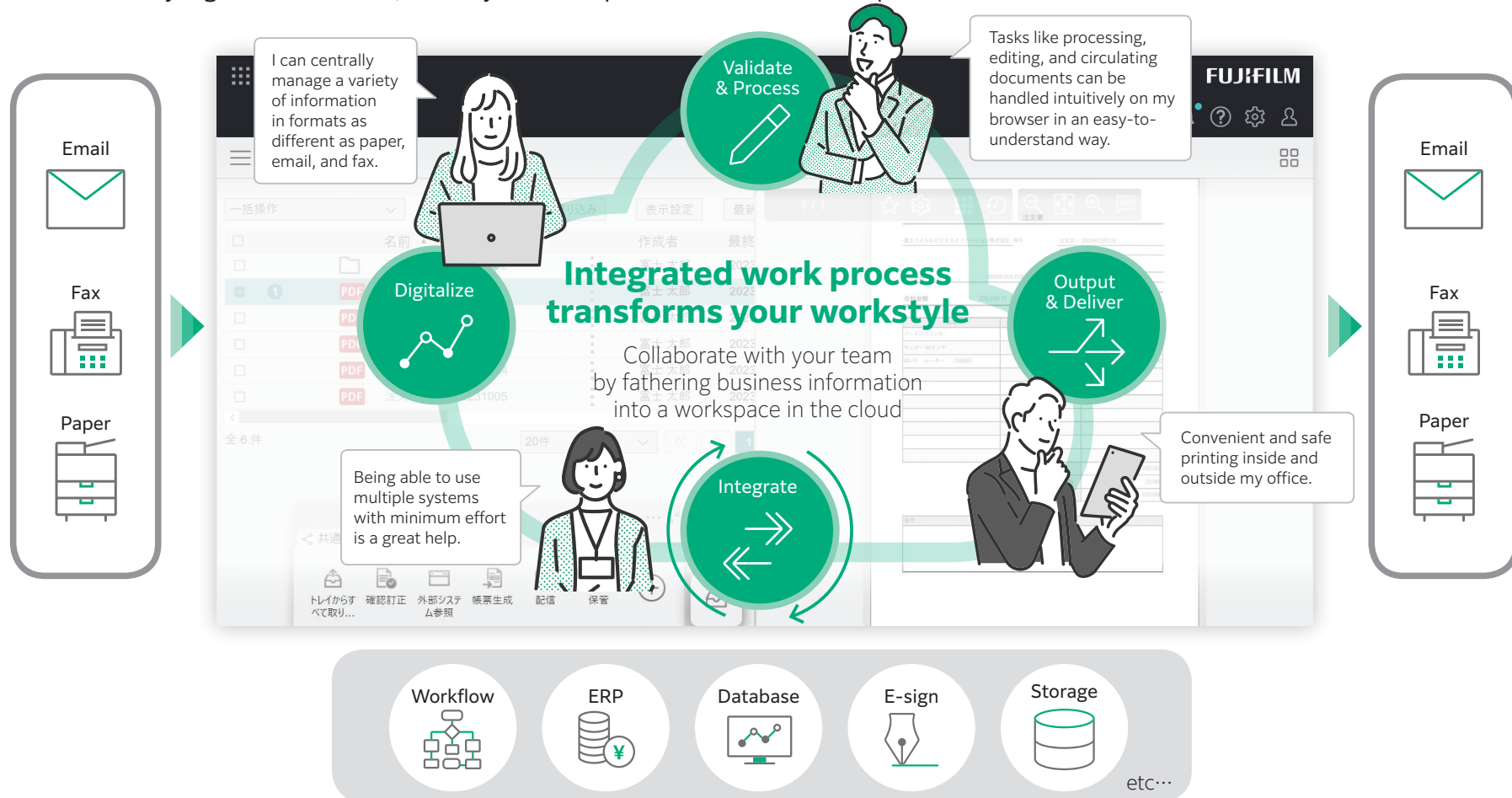- A cloud service offering an integrated environment that ensures smooth progress in all stages of work, from obtaining information to utilizing and storing it.
- Organized around a workspace where documents can be shared with related parties and transferred to different cloud services, it automatically captures and sorts a wide variety of information received from business partners and forwards it to a wide array of systems. Information is also automatically organized and saved, so that you can output it and send it in the required format.

I can centrally manage a variety of information in formats as different as paper, email, and fax.

Tasks like processing, editing, and circulating documents can be handled intuitively on my browser in an easy-to-understand way.

Being able to use multiple systems with minimum effort is a great help.

Convenient and safe printing inside and outside my office.

Email
Fax
Paper

Validate & Process
Digitalize
Output & Deliver
Integrate

Integrated work process transforms your workstyle

Collaborate with your team by fathering business information into a workspace in the cloud

Email
Fax
Paper

Workflow   ERP   Database   E-sign   Storage   etc…

By integrating the systems used in the digitalization of document processes into one platform, it optimizes all processes, from the acquisition of information to its utilization and storage, transforming the way you work.

License structure

You can select/add/change licenses and options based on the scope of work and the number of users.

	Standard	Light	Print	Device management
	Work portal and advanced document management	Work portal and information sharing environment	Printing environment	Multifunction printer management
Workspace	○	○		
Import document	○	○		
File management	○			
Print	○	○	○	
Device management	Optional	Optional	Optional	○
Remarks	**Minimum number of contracts** [5 users] **Storage capacity** [10 GB per user]	**Minimum number of contracts** [5 users] **Storage capacity** [10 GB per user]	**Minimum number of contracts** [5 users]	**Minimum number of contracts** [1 machine]

* The Workspace feature allows you to verify and edit imported documents, share them with related parties while chatting and more.

* The Import document feature allows you to automatically import/digitize forms in various formats as well as distribute/link them to different cloud services.

* It is possible to mix the basic Standard, Light, Print, and Multifunction printer management licenses within one tenant. It is also possible to change the basic license type at a later time.

* Volume discount is available depending on the number of users and devices.

Advantages of choosing FUJIFILM Business Innovation

FUJIFILM Business Innovation is a manufacturer of multifunction printers. On the strength of our extensive technology and know-how in handling documents, we offer a wide lineup of multifunction printers equipped with features that can play a role in DX solutions as well as business systems, tools, and services that can be used in conjunction with multifunction printers. We have also amassed extensive knowledge in assisting customers in a wide range of sectors across Japan with operational efficiency, legal compliance, digitization and DX. By leveraging these capabilities, we can help you tackle the many different problems and difficulties you are facing, regardless of the size of your company, sector or type of business.
FUJIFILM IWpro was made possible by combining the three strengths of FUJIFILM Business Innovation:

1
Extensive technology and know-how in handling documents

· Image recognition/processing
· Document handling
· Document management   etc...

Combining the best of paper and digital

Extremely easy to use

2
Year-long experience in business consulting and legal compliance

· Document management consulting
· Internal control response   etc...

Wide variety of templates

Experience immediate effects

3
Assistance in digitizing your operations

· Human-centered design
· Workspace
· Business application integration   etc...

Easy and flexible configuration

No need to change the way you've been doing things

To know more about the digitalization of document processes and FUJIFILM IWpro, please contact FUJIFILM Business Innovation

仕事がつながる、
働き方が変わる
〜 FUJIFILM IWpro〜

ドキュメントプロセスDXのススメ
FUJIFILM IWproでDXの"はじめの一歩"を成功させる方法をご紹介します。

資料ダウンロード

仕事と仕事を人が繋ぐ働き方から、人と人を情報が繋ぐ働き方に変革し、
お客様を成功体験へと導きます。

既存システムや業務プロセスを1つのプラットフォームで繋いで、
ワンストップでDXやデジタル化を支援するクラウドサービス「FUJIFILM IWpro」を紹介します。

We are supposed to have digitized our processes, and yet there's no increase in efficiency....

I am interested in systems that can bring about overall optimization.

I want to know if FUJIFILM IWpro can help my company.

I would like to hear more details the integrated environment

We are here to help with your requests, questions, and concerns.

If you have any questions or queries regarding the digital transformation of document/data-related work, company-wide process reform, FUJIFILM IWpro or the digitalization of document processes mentioned in this booklet, please feel free to contact us from the Contact page of our FUJIFILM IWpro special site.

Contact page

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