



# Document Software Solutions for Manufacturing

## Streamline Operations to Improve Workflow Regain Lost Profitability from Your Annual Print Spend

Are your documents working for you—or is it the other way around? It's estimated that up to 40 percent of manufacturing business activities are document driven. And many companies spend as much as 10 percent of their revenues on documents and related processes. Between spec drawings, invoices, proposals, marketing materials, and client files, documents are the lifeblood of almost every manufacturing business. But, how can you manage your documents better so they allow you to focus more time on business growth?

Document Software Solutions is the answer, and it streamlines business processes across your entire organization. Easier routing, reporting and tracking, improved mobile printing opportunities, converting paper to electronic editable formats, better document organization and creation of documents and security and version control. These are just some of the benefits you'll realize that can give you more time to focus on business growth when you're no longer searching for documents and recreating lost files.

**1. Document Capture** – Ease of Routing Documents: On a daily basis, thousands of documents enter your business. This includes invoices, contracts, orders, delivery slips, technical documents, faxes and more. All those documents need to be captured and processed. One way to streamline this process and save hundreds of man hours each year is to utilize a Document Capture Workflow.

**2. Document Tracking** – Reporting and Tracking of printed documents: Wouldn't it be great if you could help your organization eliminate waste, encourage responsible behavior and make users and departments accountable for their print usage? Well, with Document Software Solutions, you can do just that. This enablement software allows you to:

- Instantly see who is printing, what they are printing and when they printed and on what device, all from one concise dashboard.
- Create print rules to limit user behavior and enforce printing policies such as double-sided printing, paper selection or B&W usage.
- Control costs by tracking costs by user, department client or custom shared accounts. You can also control costs by allocating print quotas to users, departments or clients. You could even implement a pay-per-model if needed.

**3. Mobile Printing** – Printing and Scanning from mobile devices: In today's mobile environments, sharing information is a way of improving workflow efficiencies. Mobile printing facilitates organizational needs for document availability and offers secure and instant access to documents and other materials in the office or on the move, guest access and "Follow Me" printing.

**4. Conversion** – Converting paper documents to editable documents: The common filing cabinet not only takes up costly floor space it also poses obvious security and environmental risks. Add to that the number of valuable employee hours lost sorting, storing and searching for documents and you have a considerable workflow challenge. By implementing Document Software Solutions, you can convert paper documents using OCR—optical character recognition into editable file formats on the fly and then distribute those files to a shared network folder, an email address or both, enabling you to more effectively distribute, manage, and organize your documents.

**5. Security** – Safely print or capture data from anywhere: With Document Software Solutions, you can have sensitive documents wait in the queue until you release them at the print device or with your mobile device. Encryption, password protection and version control are only some of the security topics that need to be considered when assessing your document process security initiatives. You can institute User Authentication, Audit Logs, Security images, Watermarks and HDD Auto Deletion. For advanced security needs, you can restrict users to only be able to scan back to themselves for email and document tracking. This feature is great if you are worried about having an employee scan sensitive documentation outside the company from the MFP—multi-function printer.

By adopting Document Software Solutions, you can easily store, index, secure and share your documents electronically and help your company to stop losing documents, increase efficiency and SAVE MONEY!

**Call James Imaging Systems today for your free, no obligation Document Management Needs Assessment!**

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