

## ArcDrive – SX Process Improvement

The **ArcDrive - SX** payload includes powerful yet easy-to-use solution that lets you integrate your paper workflows with your digital information systems, directly from the panel of your office multifunctional printer. Embeddable into a wide range of modern multifunctional printers, **ArcDrive - SX** user-friendly scanning client improves efficiency by reducing the time associated with the scanning and processing of paper-based information.

By prompting the operator to enter key information (meta data) at the time of scanning, **ArcDrive - SX** makes intelligent decisions as to how to distribute and deliver the digital documents. Users initiate one-touch scanning directly from the panel of their multifunctional device, to capture and convert paper documents into the most appropriate format. These electronic documents are delivered via a connection to your company file server, document system or ERP solution.

**ArcDrive - SX** takes data capture, processing and workflow to a different level. **ArcDrive - SX** gives you the tools to bring together many sources of information inside an organisation, streamline and optimize the content, distribute for approval and finally store in your document management system or file server.

**ArcDrive - SX** capabilities enable you to tackle data:

1. Capture data from scanned documents, email, electronic documents and database events
2. Transform and normalize data into a standard format
3. Analyze content and trigger actions based on conditions and rules
4. Drive approval processes and transactional authorizations
5. Connect to dozens of DMS and ERP systems, cloud-based filehosting providers and networked file servers
6. Design and deploy information workflows on demand, from the web-base visual designer
7. Manage a cluster of Enterprise servers and balance the workload of large deployments
8. Track jobs and notify users at key stages; report analytical data on workflow usage, user job volume and multifunctional connectivity
9. Create triggers, actions and connections with the .NET SDK and scripting APIs
10. Scan from the panel of a multifunctional or drop into a designated watch folder
11. Intelligent barcode detection and page separation
12. Optical character recognition converts scans into formats such as PDF and Microsoft® Word (*optional*)
13. Zone recognition to automatically extract and process information from document regions
14. Output to a range of systems include file servers, SharePoint® 365, Google® Drive and a host of cloud-based file hosting providers

## 15. Integrate into your ERP system with XML data export

### Office Paperwork Statistics:

- 70% of “white-collar” worker time is spent processing paper documents
- 15% of all paper documents are misfiled or misplaced
- 30% of documents used daily contain obsolete information
- 40% of worker’s time is spent searching for misfiled, misplaced, or lost documents
- Paper grows at 25% per year in the typical organization, meaning that it will double in just over three years’ time!
- Paper-based processes are hard to validate for compliance to governmental regulation
- Most businesses do not have a backup for their paper-based documents, and would be out of business in the event of a natural or other disaster

### Questions:

- Describe your current paper storage and retrieval processes.
- Do you currently utilize offsite storage?
- Approximately how many cases do you perform a month?
- Do you use Office 365
- Do you have a current Back up or Disaster Recovery Plan?