

Complete Office
Automation and
Document
Management Suite
available on Ricoh's
Cloud and On Premise



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RicohDocs

RicohDocs is a high-performance, intuitive document management system that offers the power of enterprise document management to mid-sized companies and large organizations. RicohDocs can help any kind of organization anywhere in the world gain control over their documents, with a particular focus on fast content retrieval and business process automation.

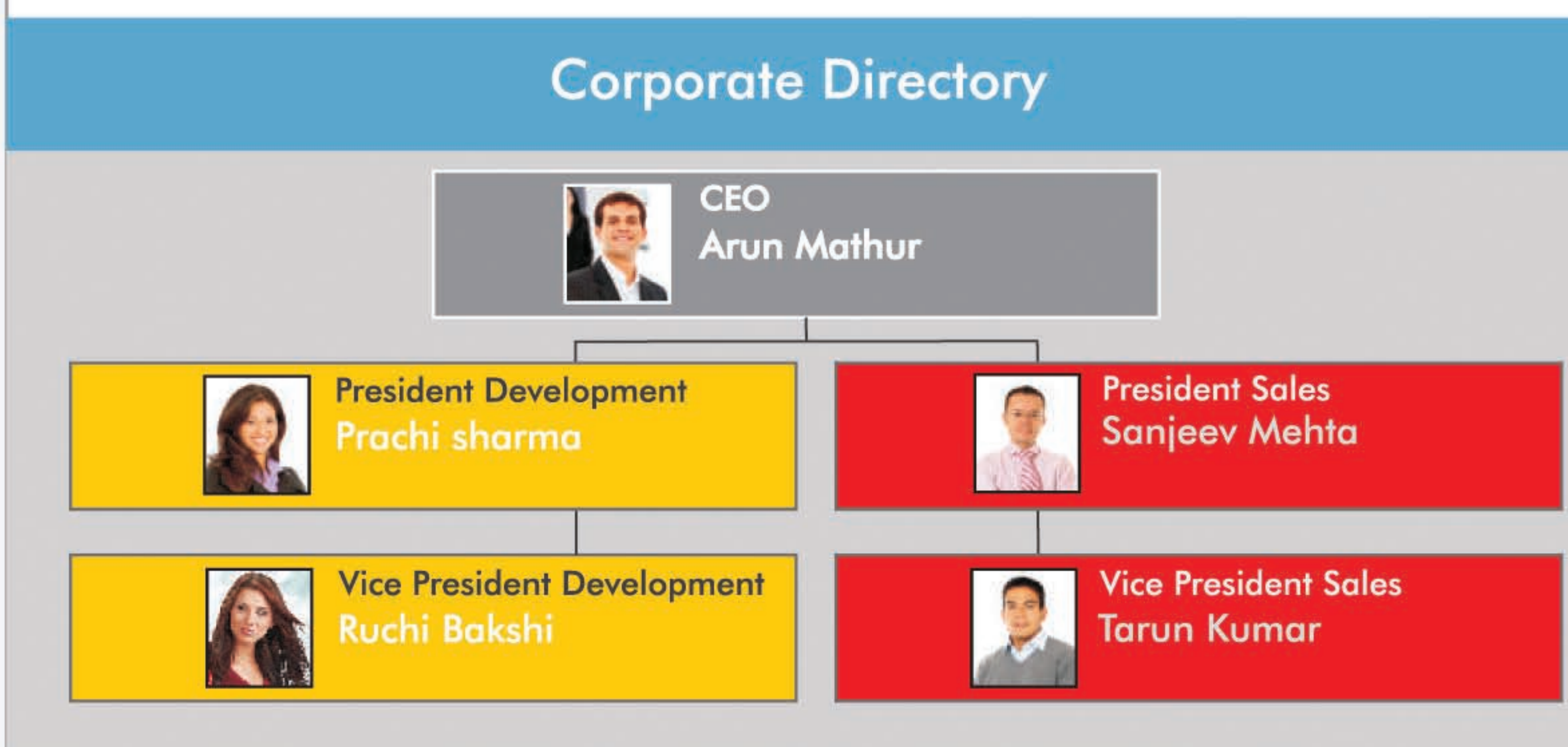
Why RicohDocs?

- Developed With a Modular Approach, So You Can Buy Only What You Need.
- Fully Customizable Solution offering from Ricoh, So you can ask for tailor made features
- Easy to Configure, Drag & Drop Work Flows, So You can Automate All Your Business Processes
- Offers Web API, So You Can Integrate It With Your Existing Applications e.g. ERP, CRM etc.
- Offered "On Ricoh Cloud" and "On Premise"
- We offer both Digitization services & Office Automation Solution.

Major Features at a Glance

Org Chart:

Create organization chart and integrate with workflows for role based, flexible and effective business processes



Bar Code:

The Bar Coding Module will read the printed bar codes on your scanned documents and then populate the data fields that are associated with specific bar codes, typically for the purpose of automatic filing.



Process Automation:

Automate your business processes with "Drag & Drop" workflows. No development required for creating or reengineering of workflows. Create and implement complex workflows in 5 minutes. **To know more watch demo videos on www.ricohdocs.com**



Optical Character Recognition:

Advanced Optical Character Recognition (OCR) module translates printed and/or clearly handwritten text into data.



Office Integration:

Users are able to access the document management software from the toolbar or file menu from within Microsoft Office applications

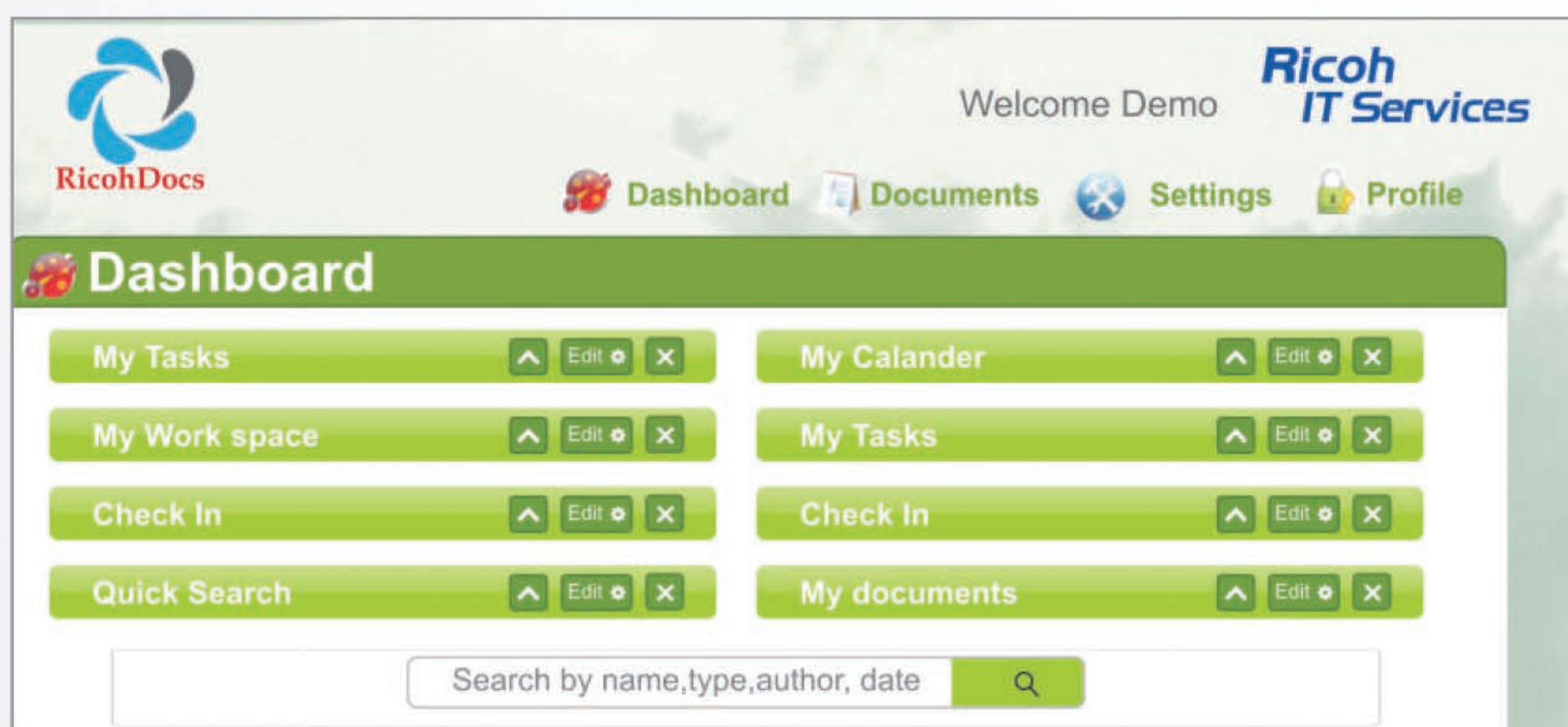
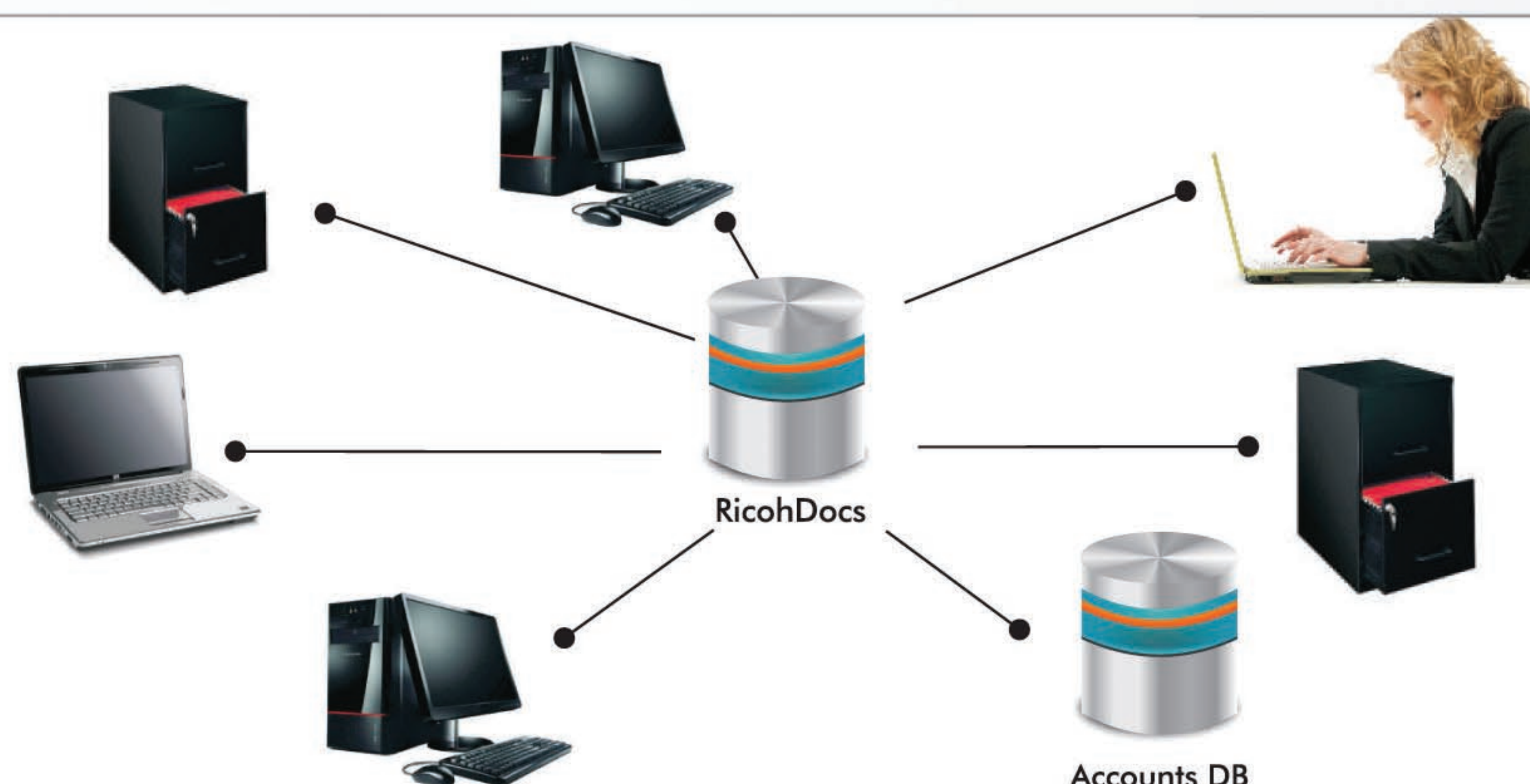


RicohDocs Features



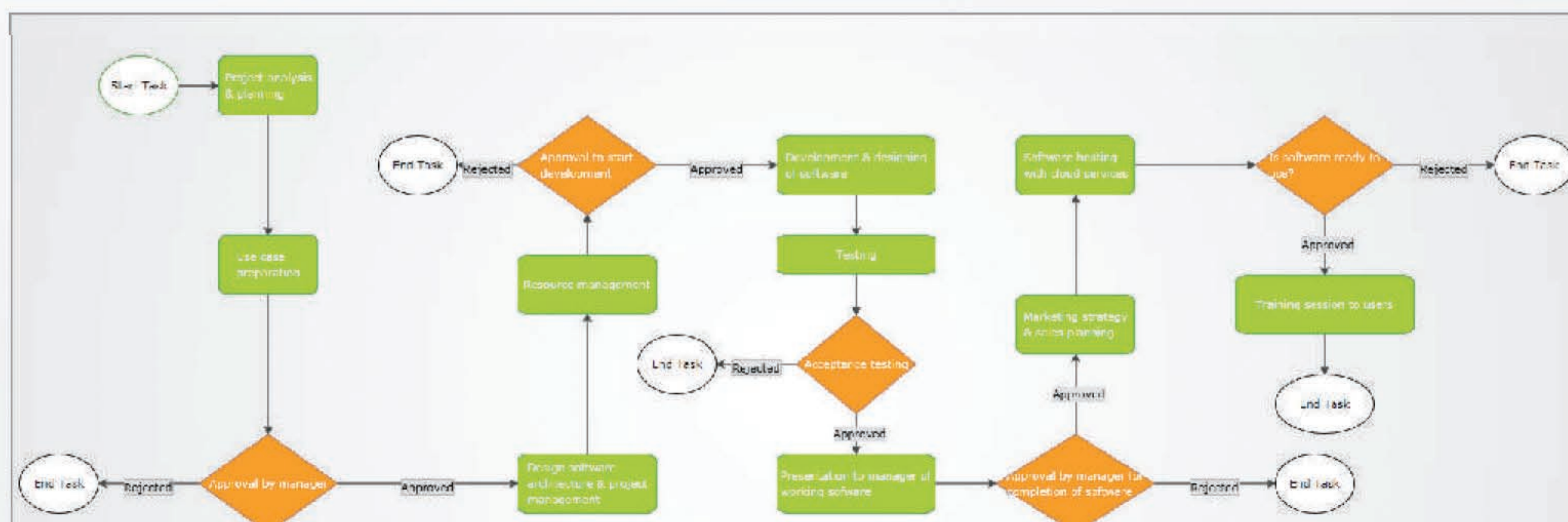
Digitization: Digitization is done by a team of professionals. The team converts millions of paper files into soft files within the committed time period. Machines, Manpower, File Servers & Computers are provided by Ricoh.

Central Repository: RicohDocs manages all the documents that accumulate on daily basis in your storage, email server, accounts database and file cabinets. Every authorised employee has access to these documents from their own computer/smartphones even when they are out of office.



Dashboard: Personal dashboards provide you with an overview of the Actions, Workflows and Documents that are central to your current work. Tasks, recently published documents, reminders and due dates are presented in a single location to easily manage the content-centric activities to be done.

Workflows: The application has in-built drag-n-drop Workflow Designer to cater to the business flows. The user has the scope to design, modify and customize the view of work using this tool. It supports reverse assignment, parallel approval, escalations and notifications.



Advantage RicohDocs

- Ricoh is a \$20 Billion company and a pioneer in managed document services
- CMMi Level 4 Certified company.
- Modular offering, so you can pay only for those features that you need
- Customize the product as per your business requirement
- Offered on Ricoh's cloud in two ISO 27001:2013 certified Data Centers in New Delhi & Kolkata, India.
- Over a decade of Product Engineering, Technical Support and Infrastructure Management Experience.
- 1000+ resources.
- Easy to configure "Drag & Drop Workflows"
- Digitization support
- Email Integration
- SMS Integration
- World class infrastructure at 24 Offices, including 4 Regional Offices.
- 100% referenceable clients.
- 4 Delivery centers across India



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