



TRANSFORM YOUR DATA INTO ASSET WITH **RicohDocs**



INCREASE ORGANIZATIONAL PRODUCTIVITY

REDUCE OPERATIONAL COSTS

STAY SECURE ALWAYS



Business today is characterized by an environment of relentless change, where the speed of decision-making becomes a key driver for generating value. Most organizations today are grappling with the challenge of keeping the right information available at the right time to their stakeholders. Overcoming this challenge calls for workplace transformation.

Introducing RicohDocs – the office automation platform that empowers you to manage all your unstructured data and to automate your business processes with absolute ease. This solution improves your organization's efficiency and productivity, while reducing your people dependency and operational costs. It is intuitive, flexible, scalable, and keeps you productive on-the-go!

RicohDocs makes life easy with the choice of either an **"On Premise"** or an **"On Cloud"** model. It offers you an array of modules, such as:



Document Management

Manage business records with a host of exciting features, such as - the ability to create folders & subfolders, time bound & encrypted file sharing, version control, metadata management, user group role security, and much more



Optical Character Recognition

Automatically converts non-searchable/image PDFs into searchable format



Bulk Upload

Allows users to import legacy documents into RicohDocs in bulk



Hot Folder

Experience seamlessness with the cloud/server-synced folder that ensures proper document channelization



Mobile Applications

Be productive anywhere with secure access via Android and iOS apps



Process Automation through Workflows

Automate and optimize the flow of your business information and data in a jiffy



MS Office Integration

Discover flexibility with the ability to directly save your MS Office documents



Records Management

Capture, store and identify business records in sync with management policies and compliances



Barcode Integration

Be agile with quick search powered by unique barcode identifier for document retrieval on-the-go

RicohDocs is available in multiple offerings so that you can pick the one best suited for your organizational and operational needs.

Professional	Advanced	Basic	Modules
Y	Y	Y	Core Document Management
Y	Y	Y	Optical Character Recognition
Y	Y	Y	Bulk Upload
Y	Y	Y	Hot Folder
Y	Y	Y	Mobile Application (Android/iOS)
Y	Y		Workflows
Y	Y		MS Office Integration
Y			Records Management
Y			Barcode Integration

RicohDocs takes things a step further with **smart features**, such as:



User Friendly

Easy to implement streamlined solution that is the best fit for your organization



Web API

Open for secure and reliable integration with ERP, CRM etc. and other platforms



Adaptable

Customisable to suit your unique business needs and scales up as you grow



Data Security

Protects your critical data with a three-tier security and 256 bit encryption on file systems



Single Sign-On/AD Integration

Uses one credential to manage and access documents anytime, anywhere



Customized Dashboard

Simplified shortcuts and multiple widgets that allows quick access



Document Preview

Securely preview all your data online, without even downloading



Profiling & Search

Categorize, profile and search your documents according to metadata



Version Control

Lets administrators track changes among different versions, compare and control the complete life-cycle, with the ability to rollback

RicohDocs adds ease to your operations with **benefits**,
such as:



Data consistency

Ensuring the availability of the same data to all internal stakeholders



Reduced dependency on resources

Transforming manual workflows to digital workflows, helping organizations automate their resources



Contextual information for faster decision-making

Provides the right set of information at the right time to the right set of stakeholders



Faster turnaround time in decision-making

Real-time availability of insights leading to faster decision-making



Organisational agility

Enhancing an organization's capability to respond at speed to the evolving needs of the dynamic business environment



Increased stakeholder satisfaction

Reliability & transparency in document workflows that lead to satisfied workforce and clientele



Faster ROI

Realise benefits quickly for a faster return on investment

Keep your office automation on track and productivity
at the optimum with **RicohDocs**.

For more info, contact us at:



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www.ricohdocs.com

www.ricoh.co.in

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imagine. change.