Streamline your business processes converting stored paper documents into actionable digital data

with our Backfile Scanning capabilities.

What if you could improve productivity and security by digitising paper-based files and business records?

In today's hybrid work environment, spending hours accessing a document buried in your filing cabinets can slow you down and hurt your business.

If you add the risk of losing critical, paper-based data and the cost associated with physical file archives and retrieval, converting paper documents into a digital format is a priority.

INTRODUCING OUR BACKFILE SCANNING CAPABILITIES

Convert and categorise paper documents, ensuring that each digitised file is indexed, searchable and securely stored in compliance with regulatory requirements.

- Create an efficient hybrid workforce by offering quick access to critical data.

- Increase security by safeguarding sensitive information against unauthorised access, physical damage or loss.
- Enhance collaboration through immediate access to information supporting critical project files.
- Streamline business processes by moving physical documents into digital workflows.
- Ensure compliance with business-specific regulations and standards with file audit trails.
- Reclaim space for more operational needs, contributing to a more efficient use of resources.

And we can help you take action with the digital files.

Our Intelligent Document Processing capabilities that leverage Artificial Intelligence (AI), Machine Learning (ML) and Robotic Process Automation (RPA) will enable you to extract relevant and contextual information, classify, catalogue and transform data as needed and automate end-to-end business processes.

IT'S AS EASY AS 1, 2, 3.

1. RECEIVE

We get and prepare your documents at Xerox Imaging Centres or on your premises.

2. DIGITISE

We scan and process the documents using Optical Character Recognition (OCR) for full-text search, indexing and quality review.

3. ENABLE AUTOMATION

We provide intelligent, organised digital files with audit trails and prepare you for day-forward processing and workflow automation.

CLIENT ROI

- A North American hospital **improved overall staff productivity by 25 –35%.**
- An Employment Security Commission **reduced office space by over 340 square metres**, more than the size of a tennis court!

Learn more at **www.xerox.co.uk/en-gb/services/data-capture-solutions/backfile-scanning**

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