

Cloud Workflow Solutions

RICOH
imagine. change.



Are your digital processes delivering actual productivity?

The push to convert documents and files from hardcopy to digital is fueled by promises of greater productivity, improved speed and time saved from tedious work. However, simply swapping manual physical processes for manual digital processes means that productivity remains unrealized. Just because a workflow is made to be digital doesn't make it efficient. In fact, a manual digital process can end up having more "moving parts" and more touch points — creating more chances for human error.

The answer is not in going backward but in going forward to secure the promised productivity of digital workflows. At Ricoh, we accomplish this by reducing the burden of data entry and the need for workers to continually shepherd files along to where they need to go. When automation is done right, it is intelligent, repeatable and reliable. Let us show you how Ricoh Cloud Workflow Solutions can help you realize true productivity, without additional investments in IT resources or onsite software.

Why Cloud Workflow Solutions?

- Reduce manual data entry
- Route information where it's needed
- Organize content for efficient retrieval
- Direct scan-to-cloud accounts, including SharePoint®
- Extract useful data from paper
- Improve accounting processes and speed up billing
- Achieve true productivity easily through our cloud solutions
- Get up and running fast with no capital expenditures, onsite servers or special software to implement
- Gain continuous access to the latest technology without paying every year for "upgrades"
- Focus on outcomes instead of worrying about ownership

"Scanning to Office 365 is fantastic. Our staff is amazed. It's saving us time and is so easy and intuitive to use."

- Cloud Solutions Customer

Our cloud solutions make real productivity easy



Reduce manual data entry

Many businesses are enjoying the ease of outsourcing a wide variety of software capabilities that used to be done in-house — including company email, office productivity suites, accounting, HR applications and file storage. However, applications like these still need to be fed with data. This can cause an unwelcome productivity hit as people are required to step in and do things manually — like extracting useful data, entering content, assigning file tags or descriptions, even retyping information. These tasks can be avoided when files are made system-ready automatically.



Route information where it's needed

Knowing what types of information go to which systems or processes is often left to people. The knowledge that a customer record is stored in two systems or that a delivery receipt needs to be additionally faxed or emailed may only be held by the people performing these processes. This can create layers and layers of related but disconnected steps. The solution is to connect these related steps and send information directly to its destination.



Free up your staff

Even with modern office processes, inefficiency can creep in. One day, you realize you have too many touch points requiring manual input and not enough people that know the required steps or workarounds. You can achieve productivity by automating tedious steps and carrying them out behind the scenes — freeing up time for other important but under-served projects.



Improve speed and accuracy

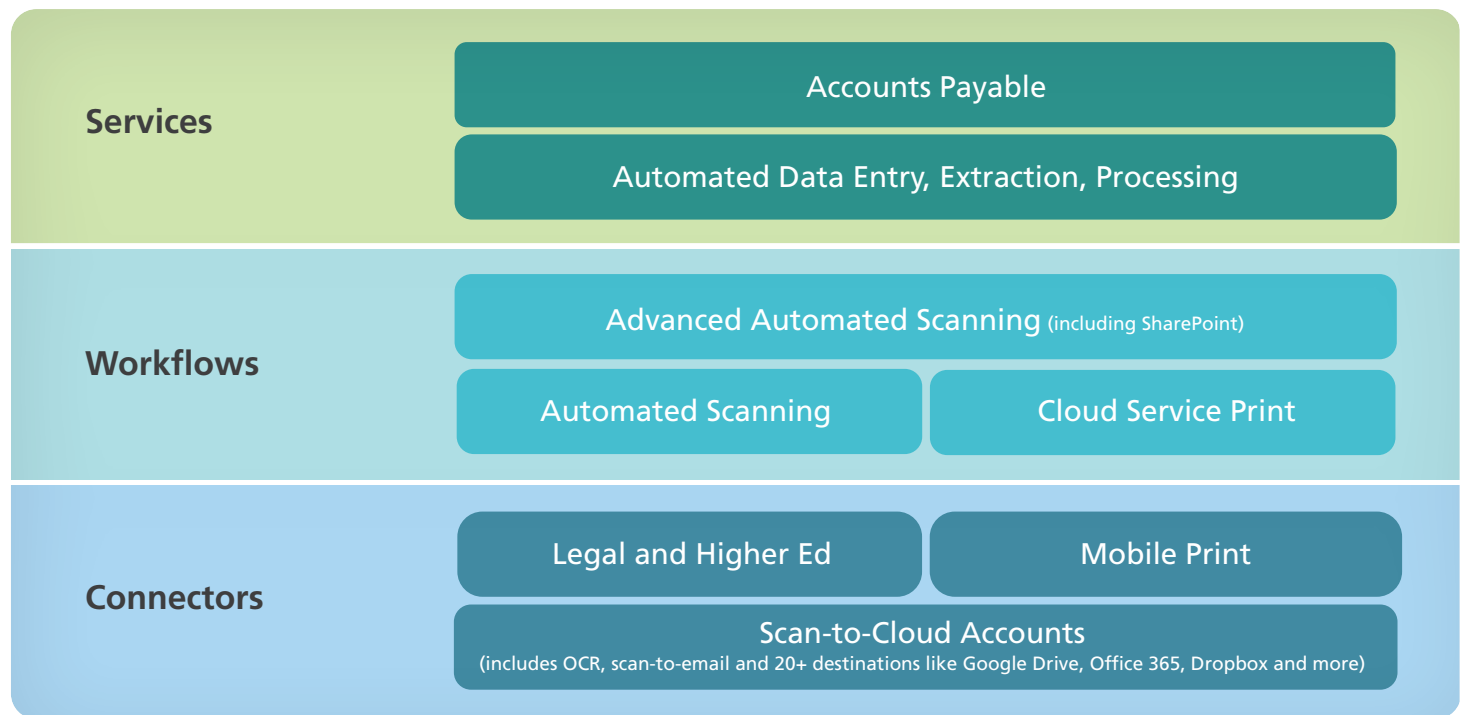
In general, digital information moves quickly, but it can still be delayed by multiple touch points or left waiting in queues before it's on to the next stage. Automation can make information available to those who need it by preparing it properly and getting it to its final destinations fast. Establishing consistency regarding how users can influence the data can also improve accuracy and reduce risk of errors like misfiling.



Easy to start. No complex IT.

Our Cloud Workflow Solutions are secured and rigorously maintained for you, so there's no capital expenditure or complex IT issues to work through. Choose from different subscription-based services packages depending on your needs.

Solution Types



Cloud Workflow Solutions automate the tedious steps in your workflow — from simple step-saving connectors to multi-process workflows to intelligent cloud services.

Connectors save time

Let's say you want to scan a file, turn it into readable text and email it to someone — or maybe you want it to end up in a cloud account or be printed at a later time. This type of point-to-point workflow is perfect for a connector package. No more emailing attachments — which have to be organized and separately uploaded — to yourself. As part of the scanning process, files are transmitted directly into your cloud accounts. Connector packages support direct scanning into more than 20 business cloud accounts — including industry specific destinations. Connectors also simplify mobile printing and can help secure print output.

Workflows automate

Not all workflows are point-to-point — sometimes they involve several related steps or multiple destinations. You can automate this type of process with a workflow package. Scan a file into

readable text with OCR and send it directly into multiple popular cloud accounts in a single process. You can also print from these accounts without hassle. Workflow packages provide file routing options using QR codes, automated batch processing and advanced functionality through native integration with SharePoint.

Services bring intelligence

Our Cloud Services packages bring intelligence to your information processing. They continually prepare your data for export or to be consumed directly into web databases or business processes, such as accounts payable systems — helping reduce data entry and shorten processing times. The Cloud Workflow Service first recognizes the document and then acquires the relevant information to submit properly structured data to the right system. In a similar manner, Cloud Services can perform extraction of usable data from general data sets, turning unstructured data into usable information.

Advanced cloud technology



The Ricoh Family Group has operated software-as-a-service solutions for customers for more than a decade. We combine this experience with our proven expertise in extracting useful information from data sources, securing that data and integrating with business systems. Data is secured from the scanning or printing step at the multifunction device, as it is processed by our systems and as it is delivered to its destination.

Cloud Workflow Solutions Portfolio

Cloud Services

Automated Data Capture Package		Accounts Payable for Small Business Package	
<u>Service Description:</u> Automated general data extraction, recognition, metadata tagging, output to database.	<u>Supported Cloud Databases (Formats):</u> <ul style="list-style-type: none"> .csv, XML Kintone™ Ricoh Dynamic Cloud Database 	<u>Service Description:</u> Automated accounts payable invoice recognition and delivery to an AP solution.	<u>Supported AP Solutions:</u> <ul style="list-style-type: none"> QuickBooks® Desktop QuickBooks® Online Sage® 100

Cloud Workflows

Smart Integration Workflows Package		Smart Integration Advanced Workflows Package	
<u>Included Workflows:</u> <ul style="list-style-type: none"> Advanced Scan-to-Folder Cloud Service Print Multi Destination Scan QR Cover Sheet QR Read and Route Print Cloud mobile print 	<u>Supported Cloud Accounts:</u> <ul style="list-style-type: none"> Box™ Dropbox™ Google Drive™ OneDrive® for Business SharePoint Ricoh Content Manager 	<u>Included Workflows:</u> <ul style="list-style-type: none"> Advanced Scan-to-Folder Advanced Scan to SharePoint® Auto Route Scan Cloud Service Print Multi Destination Scan QR Cover Sheet QR Read and Route Print Cloud mobile print 	<u>Supported Cloud Accounts:</u> <ul style="list-style-type: none"> Box™ Dropbox™ Google Drive™ OneDrive® for Business SharePoint® Ricoh Content Manager

Cloud Connectors

Office Package	Advanced Office Package	Legal Package	Education Package
<u>Supported Cloud Accounts:</u> <ul style="list-style-type: none"> Box™ Concur® Dropbox™ eFax® eFileCabinet® EgnyteSM eGoldFax™ Evernote® Fax2Mail™ Google Drive™ Intacct® Language Translation (ABBYY®) NetDocuments® OneDrive® Ricoh Content Manager Salesforce® ShareFile® <u>More Capabilities:</u> <ul style="list-style-type: none"> Mobile Print Scan-to-Email 	<u>Supported Cloud Accounts:</u> <ul style="list-style-type: none"> Box™ Concur® Dropbox™ eFax® eFileCabinet® EgnyteSM eGoldFax™ Evernote® Fax2Mail™ G Suite™ (Google Apps) Google Drive™ Intacct® Language Translation (ABBYY®) NetDocuments® Office 365™ OneDrive® OneDrive® for Business Ricoh Content Manager Salesforce® ShareFile® Syncplicity® <u>More Capabilities:</u> <ul style="list-style-type: none"> Mobile Print Scan-to-Email 	<u>Supported Cloud Accounts:</u> <ul style="list-style-type: none"> Box™ Concur® Dropbox™ eFax® eFileCabinet® EgnyteSM eGoldFax™ Evernote® Fax2Mail™ G Suite™ (Google Apps) Google Drive™ Intacct® Language Translation (ABBYY®) NetDocuments® Office 365™ OneDrive® OneDrive® for Business Ricoh Content Manager Salesforce® ShareFile® Syncplicity® <u>More Capabilities:</u> <ul style="list-style-type: none"> Mobile Print Scan-to-Email 	<u>Supported Cloud Accounts:</u> <ul style="list-style-type: none"> Box™ Canvas® Concur® Crowdmark™ Dropbox™ eFax® eFileCabinet® EgnyteSM eGoldFax™ Evernote® Fax2Mail™ G Suite™ (Google Apps) Google Drive™ Intacct® Language Translation (ABBYY®) NetDocuments® Office 365™ OneDrive® OneDrive® for Business Ricoh Content Manager Salesforce® ShareFile® Syncplicity® <u>More Capabilities:</u> <ul style="list-style-type: none"> Mobile Print Scan-to-Email

Getting started is easy

All Ricoh Cloud Workflow Solutions packages are available by subscription.
Contact your Ricoh Dealer to ask a question, get a quote or learn about available FREE Trial opportunities.



www.ricoh-usa.com