

# DocuWare

## Document Management and Workflow Automation

Propel your business forward by streamlining and simplifying essential Finance and Human Resources processes.



# Efficient and accelerated processes are within reach

Finance and Human Resources are two of the most important areas of your business. They are also the most challenging — with manual processes regularly consuming vast amounts of time — disrupting cash flow and derailing your company's efforts to focus on growth and future readiness.

Take control with DocuWare, a modern digital workflow solution built to fit where and when you need it. With expert Ricoh integration, implementation and support along the way, you not only streamline existing processes, you enhance and strengthen them. Your business is sure to feel the impact in the short and long term. Your Finance and HR departments will benefit from simplified workflows and value-added features such as:

- Centralized, searchable databases for audit preparedness
- Web forms that eliminate redundant information
- Automated approvals
- Controlled access to keep sensitive information secured

**The invaluable benefit:** a better experience for your team, your vendors and your clients that earns their trust and loyalty, and supports a healthier, more productive organization.

## Choose the solution that is right for your business:

### DocuWare for accounts payable processing

Automate your AP workflow from capture through posting.

- Reduce paper, filing, lost invoices and duplicate copies, and eliminate manual data entry with digitalization implementation and DocuWare's Intelligent Indexing, a machine learning system.
- Improve vendor relationships and benefit from early payment incentives with timely automated payments and shipping of product.
- Maintain preparedness for internal and external audits with a central, secured and comprehensive digitized invoice repository for quick and easy compliance.

### DocuWare for purchase order processing

Accelerate tasks with the digitalization of your workflow.

- Protect your sensitive information with HTTPS transmission and AES encryption, and ramp up your disaster recovery planning with dedicated US and EU Microsoft Azure data centers featuring triple data mirroring.
- Simplify audit preparedness with comprehensive document and workflow step capture for process transparency, as well as automated indexing for organized, findable and complete documents.
- Control your data with granular access rights to meet compliance initiatives, and simplify retention policy planning for sensitive documents.
- Store scanned documents, PDFs, emails, Microsoft Office files (e.g., Word, Excel, PowerPoint), images and much more.







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### DocuWare for recruitment

Automate your hiring process to fast-track candidates.

- Keep confidential data secured with controlled access rights, data encryption and modern privacy models, and prevent arbitrary document deletion as well as business-critical data loss from threats like viruses and malware.
- Reduce your footprint and effort by eliminating paper and using fully searchable and usable digital documents, centralized archiving and easy indexing.
- Customize collaboration with flexibly definable folders to store documents only once and allow ongoing, defined team access.

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### DocuWare for sales order processing

Speed delivery of products from receipt to final billing.

- Simplify order management with Intelligent Indexing to extract and automatically match order details to corresponding POs.
- Capture, sort and archive orders on the go from any device or any format in an easily searchable file structure.
- Confidently plan budgets and prepare audits with a secured, organized invoice archive and intuitive, straightforward search capabilities.
- Minimize manual touchpoints by configuring automated workflows to uphold your business' approval policies.
- Agile approval request routing designed to suit your business approach can be based on amounts, customer name, contract terms and multiple levels of approval.

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### DocuWare for employee file management

Digitize staff records to increase engagement and efficiency.

- Maintain security with centralized employee files in a multi-tiered folder structure with granular access rights.
- Increase efficiency by leveraging web forms to eliminate redundant information capture and auto-populate documents such as tax forms and benefits.
- Automate onboarding and performance reviews for consistency and compliance, including checklists for required tasks, employee handbooks, training plans and customized, date-activated performance templates.
- Create job postings and automatically index resumes based on pre-defined skill sets, use customized workflows to route applicants and express your interest level to candidates with automatic email notifications.

Accelerate timelines.  
Increase collaboration.  
Transform the complex  
into the easily manageable.  
Propel your business'  
growth and deepen its  
staying power with Ricoh's  
implementation expertise,  
powered by DocuWare.





DocuWare, backed and implemented by Ricoh, is more than just a fix for your current challenges. This solution paves the way to modernizing your essential processes for future success, giving your business an edge by ensuring timely, streamlined and consistent Financial and HR documents.

**To learn more, visit [ricoh.ca](https://ricoh.ca) or speak with your Ricoh Document Management specialist today.**

## **Ricoh, a proven partner**

Ricoh's certified expertise, excellence and 85-year history of innovation has helped our clients navigate their most pressing information challenges. We believe having access to the right information translates to better business agility and the ability to thrive in today's age of hybrid and borderless work. As a leader in digital services, our extensive experience in a vast array of industries gives us in-depth knowledge of your unique challenges — and how our services can help you overcome them.

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