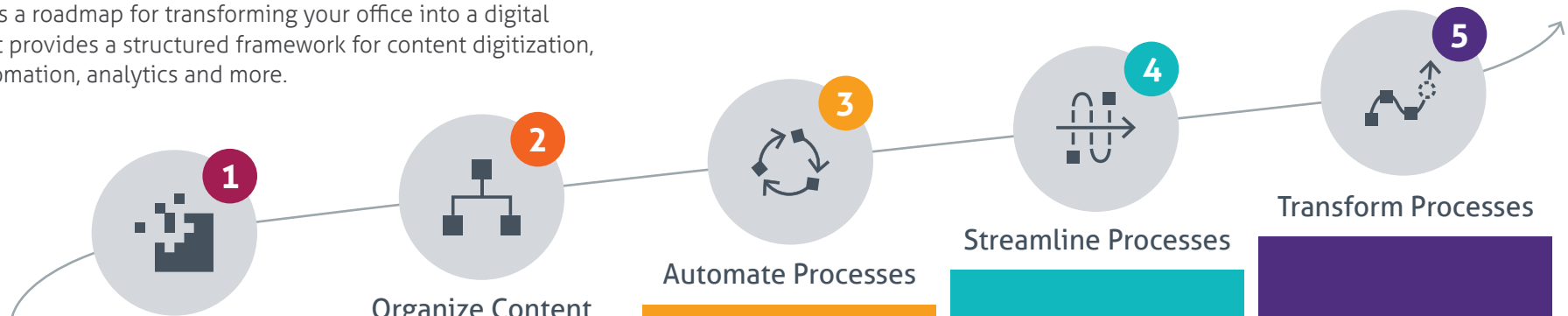


Digital Transformation Model

This model is a roadmap for transforming your office into a digital workplace. It provides a structured framework for content digitization, process automation, analytics and more.



Digitize Documents

Create an electronic filing cabinet by converting your documents from paper to digital.

Organize Content

Easily categorize your documents and manage them in a secure, central location.

Automate Processes

Improve accountability by digitizing your business processes with easy-to-use electronic forms.

Streamline Processes

Gain more visibility into your operations and increase the efficiency of cross-functional processes.

Transform Processes

Drive innovation by leveraging predictive analytics and insight to transform processes.

KEY PAIN POINTS

- Excessive storage and retrieval costs
- Risk of losing important documents
- No control over who can access what documents
- A paper-heavy office

- Paper-based data entry
- No central access to documents
- Difficulty finding documents
- Redundant work activity

- Time-consuming, manual processes
- Inconsistent, disorganized business processes
- Lack of data integration between applications
- Difficulty complying with regulations

- Cumbersome, complex processes
- Lacking data policy oversight
- Difficulty determining staffing levels
- Minimal process visibility

- Limited analytics for gaining business insight
- Processes are not aligned with business needs
- Change management costs

REWARDS

- Reduce document storage expenses
- Secure critical documents with disaster recovery
- Easily manage access to sensitive content
- A paperless office

- Minimal data entry and reduced human error
- Centralized, secured document access
- Enable document collaboration
- Fewer duplicate work tasks

- Increased productivity and elimination of manual tasks
- Standardized, mapped-out processes
- Easy integration between applications
- Simplified compliance that addresses regulatory concerns

- Streamlined, simplified business processes
- Improved compliance, data oversight and data quality
- Ability to reach optimal staffing levels using prescriptive analytics
- Increased vision into process health and performance

- Predictive analytics create new ways to improve doing business
- Processes are built for growth and to support organizational goals
- An agile business ecosystem