

Streamline your business processes with fast, accurate, and secured access to information.

Business Process Services

Imaging and Document Management Services

Through FUJIFILM Business Innovation Imaging and Document Management Service (IDMS), we can optimise your business processes by capturing documents quickly and cost effectively, yet securely, at your site or at a selected Document Management Centre.



WORLD-CLASS IMAGING AND DOCUMENT MANAGEMENT SERVICES

Fujifilm provides comprehensive capabilities utilising end-to-end process control technologies that seamlessly integrate into your current document management applications and databases.

- **Preparation** – Our disassembly process prepares the documents for optimal imaging through identification of the document's structure and intelligence, reducing costs, and ensuring quality.
- **Imaging** – Documents are imaged utilising premium scanners supporting all document types from business cards to office documents to engineering drawings.
- **Conversion** – Images are converted to support your viewing, storage, and production requirements, enabling faster upload and download times.

- **Indexing** – Ranging from keyword searches to full text database creation, our indexing services provide accurate and complete access to information when needed.
- **Reassembly and Release** – Finished images are delivered in a format and medium to streamline your business processes by integrating content into your existing infrastructure or to a secure Fujifilm-hosted repository.

All documents and assets are tracked throughout the entire process by Fujifilm Production Imaging Manager.

SECURITY YOU CAN TRUST

Companies face the need to secure and recover business-critical documents. Our Imaging and Document Management Services provide scalable, flexible, and secure options to meet your daily business needs, at your site or ours.

We understand that submitting documents for imaging and document management requires a high level of trust. We earned it by ensuring our services meet all of your company's specific security needs, from employee controls to advanced disaster recovery. Our Document Management Centres have achieved quality controls, including SAS 70 Type One Audit, ISO/IEC 27001 Security Certification, and ISO 9001 Quality Certification.

WHY FUJIFILM BUSINESS INNOVATION?

As a leading provider in the commercial imaging and document management industry, Fujifilm has implemented and managed some of the most complex challenges ever achieved on a global basis.

We help you manage your document processes and technologies for greater control and confidence in your operations.

THE RIGHT SOLUTION FOR YOUR CHALLENGE

Cost management. World-class, standardised imaging and document management technologies and processes provide you with substantial savings. They transform your manual, potentially error-prone, paper-based processing to secure, electronic information without the need for capital investment in expensive equipment.

END-TO-END PROCESS CONTROL AND OPTIMISATION

Our Imaging and Document Management Services create opportunities to improve your operations for greater control, faster access, and enhanced security.

Preparation	<ul style="list-style-type: none"> Receive, check-in, sort, and batch documents Identify document type and flag for priority, exception, or special handling, as required 	<ul style="list-style-type: none"> Remove bindings, unroll, and smooth Convert electronic files to common digital formats Route for special handling Quality Assurance (QA)
Document Imaging	<ul style="list-style-type: none"> Scan pages Import files Automated forms processing 	<ul style="list-style-type: none"> 100% Quality Assurance (QA) images Tag for rescan
Conversion	<ul style="list-style-type: none"> Image enhance and cleanup <ul style="list-style-type: none"> Auto-deskew Auto-despeckle Auto blank page deletion Auto page orientation 	<ul style="list-style-type: none"> OCR Intelligent document recognition File conversion 100% Quality Assurance (QA)
Indexing	<ul style="list-style-type: none"> Manual keystroke enabling easy keyword searches Barcode, OMR/IMR 	<ul style="list-style-type: none"> Database extraction Quality Assurance (QA)
Reassembly and Release	<ul style="list-style-type: none"> Images and index metadata delivered through media, FTP data release, or stored in a secure hosted repository 	<ul style="list-style-type: none"> Store or destroy hard copy documents per client specifications Original hard copy document reassembly and returned to customer

Documents and work orders tracked securely throughout the process

FUJIFILM

For more information or detailed product specifications, please call or visit us at

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