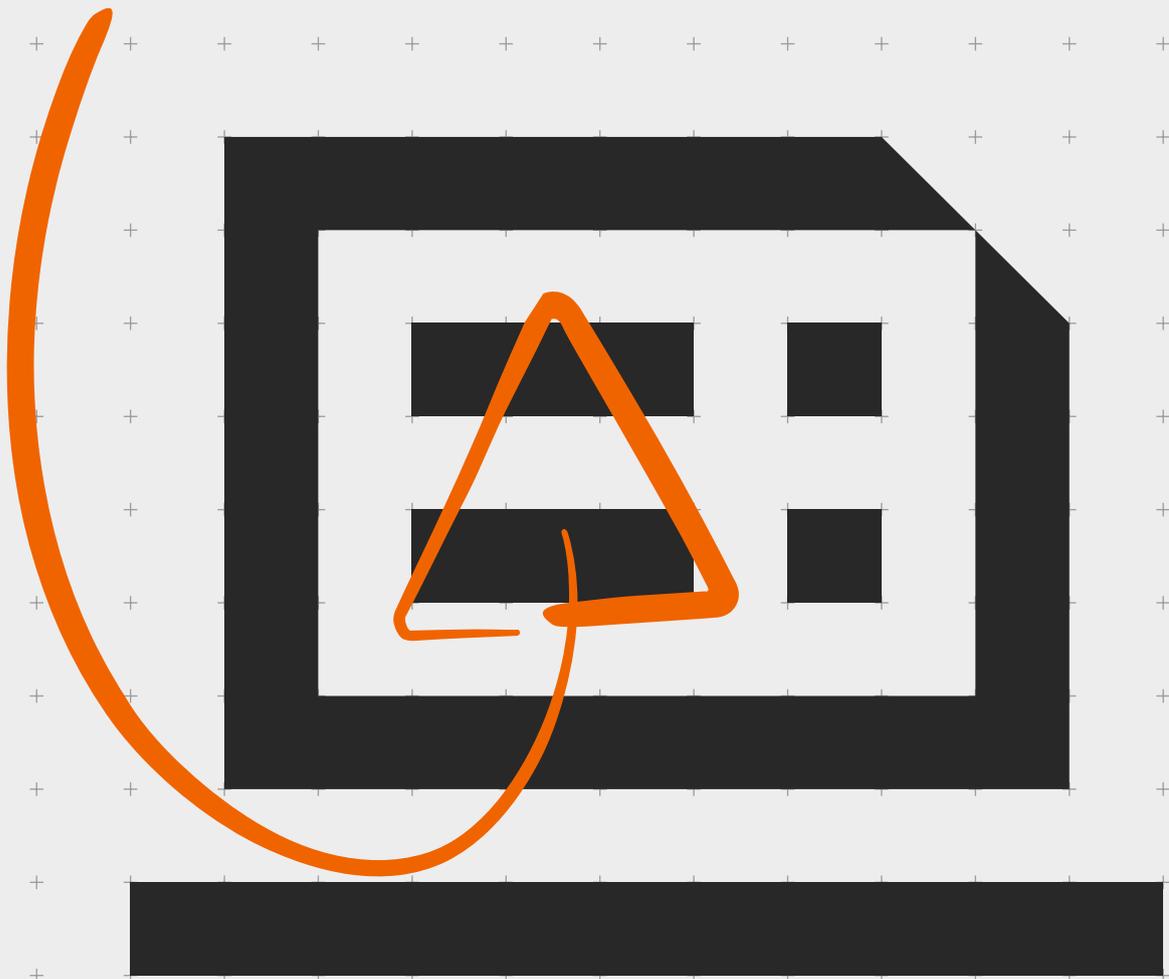


# KYOCERA Capture Manager

Digitise your paper world

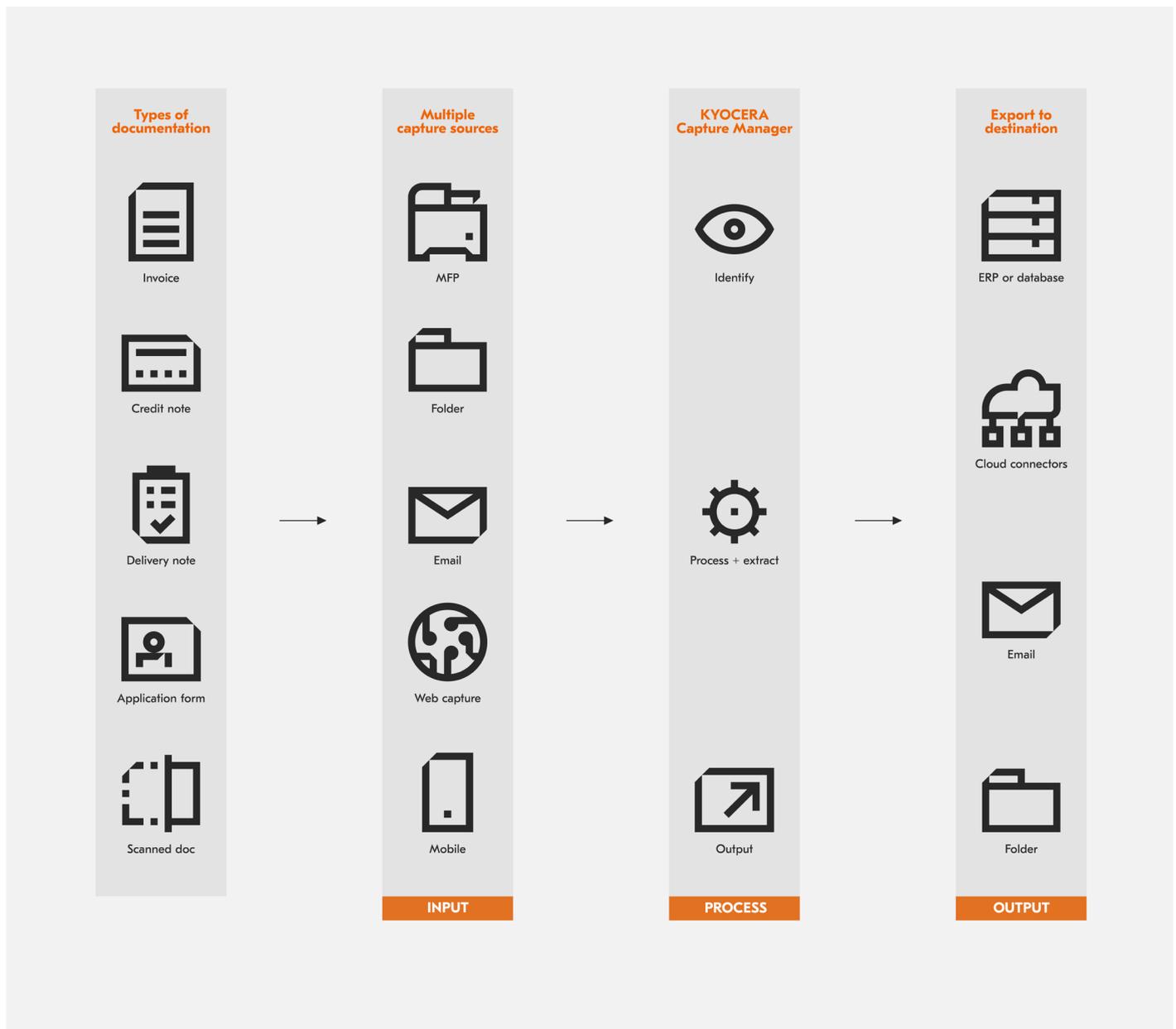


# What is KYOCERA Capture Manager?

KYOCERA Capture Manager (KCM) is the definitive solution which prepares your business for the beginning **of its Digitisation Journey**. KCM eliminates the time and difficulty of manually capturing and distributing information to your business systems. With KCM, complex and tedious scanning becomes easy and straightforward. This is achieved using an easily customised workflow method, and with the correct business rules in place, the captured information can be made available and accessible to your entire organisation. KCM enables **Decentralised Scanning** so that you can use your existing **Multi-Function Products** and equipment for in-house scanning, which makes the outsourcing of the task completely unnecessary.



# How Does KYOCERA Capture Manager Work?



In the typical office environment, you find important documents in various formats: emails containing PDF files, printed invoices and scanned delivery notes in a folder on your PC. KCM has the ability to process all of these documents to make the information they contain computer readable, **accessible for the entire business**, and ready to be routed to the right people. Finally, your information can also be prepared in a format that is easily readable and accessible for your different business, financial and **Enterprise Resource Planning** systems.

**Your information can also be prepared in a format that is easily readable and accessible for your different business systems.**



# The Problem of the Modern Business Environment

You've probably noticed that you are receiving an increased amount of digital documentation in your business, with emails, invoices, spreadsheets and other types of business related documents... and as companies continue to move forward with **Digital Transformation**, this trend is only going to continue.

It can be very difficult to manage and process all these documents, especially as they come from various sources and in various formats, both digital and paper.

KCM makes this much easier by converting these documents into a format which is easily processed by your computer systems, thus reducing the time it usually takes to capture this information and **optimising your business process**.

KCM does this by changing what is known as 'unstructured data' (information which requires human interpretation) into 'structured data' (data which is easily interpreted by IT systems) so that the documents' content can be recognised and passed on to the appropriate business system.

This automatic conversion of unstructured data into structured data helps to optimise data capture for organisations who receive a large number of documents. It is an automated process which reduces the time spent on the identification and capture of information.

# What is the Role of KYOCERA Capture Manager?

When receiving information, it is received in a wide range of formats and layouts. From a piece of paper, a digital receipt or a handwritten\* invoice, it can be difficult to compile all the information in one place.

That's where KCM comes in. The software makes it possible to **bring a wide variety of information together** in one place, unifying both structured, easy-to-process information with unstructured, disorganised data from a number of sources.

Whereas this would typically take trained staff hours and hours of time, which could be better spent elsewhere, with

KCM the task can be completed automatically, efficiently and quickly, **distributing information directly** to the relevant staff member.

KCM scans through all of your documents and data, converting everything into **one simple, easy-to-read data stream**, and then delivers this to the required business systems where your team can put the captured information to work.

## Types of Content

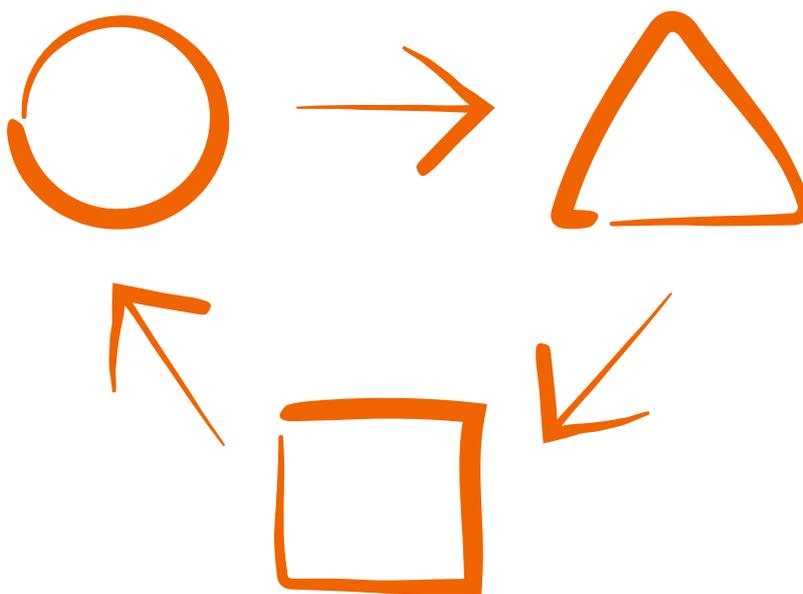
KCM targets various types of content to **extract valuable information** for your business. It can work with a variety of input methods including folders, mobile apps\*, web browsers\*, emails and KYOCERA MFPs to turn raw data into easily processed information.

Beyond electronic data, KCM can also work with handwriting\*, mark sheets\* and barcodes\* to capture information which would typically take hours to process. Are you concerned that you still need an employee to check what data is being submitted to your systems?

During the set-up of a capture workflow, you have the ability\* to ensure that a preview of the original document and captured data is shown to specified users to allow for correction if specified.

The system then gets to work and can distribute the information to a range of output destinations; to simple options like folders and emails, but also online storage services like Google Drive, OneDrive for Business\*, SharePoint\* and OBDC Databases\*.

\*Feature only available with KCM Professional.





# What Does KYOCERA Capture Manager Offer Your Company?

## Better Allocation of Resources

Data capturing is one of the most laborious parts of any role, but with KCM there is no need. Rather than spending hours of inputting data, your team can get to work on other projects whilst KCM takes care of the capture task.

## Improves Efficiency and Speeds Up Processes

When documents come into your business and require urgent action, it can take some time for the documents to reach the right hands. KCM ensures that this is not the case, capturing the information immediately and sending it directly through to the relevant parties to speed up the business process and enabling you to boost efficiency while ensuring your team can react quickly to problems.

## Assign Data to Relevant People Instantly

KCM converts your files into data that can be easily read by your computer and then distributes that information directly to the appropriate members of the team, thus eliminating the need for documents to be distributed around the office by hand or a chain of emails.

## Provides the Building Blocks to Search Digitally

Each document received by KCM is saved as a digital image which is stored on the server or in an Electronic Content Management system. This enables you to quickly and easily search through documents and identify the files that you are looking for without trawling through piles of paperwork or cabinets in the office.

# KCM in Different Work Environments

## The Legal Office

In the legal environment, professionals are used to dealing with piles of paperwork, and often without a digital copy. Administration staff are often required to retype these documents so that they can be edited and shared with other users and members of the team.

When KCM is deployed the process of converting images into editable information will happen automatically and you can have a format of your choosing. You can also move the process a step further and get automatic distribution of the document to the person who is required to work on it.

## The Logistics Office

Companies in the logistics environment are perfectly positioned to achieve productivity improvements with KCM. In a typical logistics business process, the accounts department are left with no choice but to wait until a driver returns with signed delivery notes in order to process invoices. This provides further complications which slow down the process and reduces efficiency throughout an organisation.

This means that the team must manually capture all of the data and then consolidate the information to determine if any delivery notes are missing. With the introduction of KCM, this process happens automatically and instantly, passing information straight through to the company's accounting system and highlighting any notes that may be missing, thus speeding up one of the most time-consuming parts of the invoicing process.

## The Mail Room

The mail room of any office is the hub of data processing, with employees required to check each piece of mail or incoming documents individually and assigning it to the relevant staff member or department. In some cases, every piece has to be individually opened and assessed. That's all before the mail is then hand delivered.

To avoid such a lengthy delivery process, from being delivered to the front door of your office to landing on the right desk, KCM can automate the whole system in an efficient and accurate way.

The mail room team will receive all incoming documents and then scan the documents through to KCM. KCM will assess the data on the scanned documents, determining what kind of document it is and then distribute the document in digital form to the relevant people, according to business rules which have been received from the company. KCM also has the ability to take the information captured and send it directly through to a financial system allowing for direct input and eliminating the manual capture of any financial information.



Kyocera Document Solutions has championed innovative technology since 1934. We enable our customers to turn information into knowledge, excel at learning and surpass others. With professional expertise and a culture of empathetic partnership, we help organisations put knowledge to work to drive change.

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