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# The Ultimate Guide to Digitising Documents:

Transforming analogue to digital







## \ The Pursuit of the Paperless Office

With sustainability becoming an increasingly important part of the modern workplace, you need to know how to achieve your paperless goals in an efficient and effective manner.

Digitisation is all about identifying the right tools at each step of the journey and integrating them into your cloud services for repeatable workflow efficiency.

In this eBook, we'll guide you through becoming a digitised office and what you'll need at each stage of the process. By the end, you'll know exactly how to kickstart your journey in the best way possible.



# \ Three Issues that Challenge Paperless Productivity

It takes time to transition from legacy systems into more sustainable workflows, but ultimately doing so is a major benefit to your business. Here are three obstacles that currently stand in the way of paperless productivity:

## 1 \ Manual data entry



As a multi-step process, manual scanning can be time consuming. As time is a valuable resource for modern businesses, this can be a major barrier of entry for those that pursue a paperless office.

## 2 \ Human error



Inputting data from disparate systems and PDFs is inefficient and prone to error, especially when performed by hand. These frustrations may be enough to deter some organisations from continuing their pursuit of a sustainable workplace.

## 3 \ Double handling



When processes are repeated unnecessarily, they're often a waste of time, effort and other resources.







# \ Automated File Organisation

The challenges of achieving paperless productivity can all be mitigated with the right set of solutions. When it comes to accelerating and optimising the digitisation process, you'll first need to start automating.

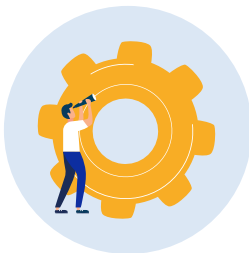
With automated software solutions at your advantage, you can:



Reduce time spent digitising physical documents by automating tedious steps



Eliminate the need to input information by hand



Decrease human error by automatically capturing scanned data



Remove costly and time-consuming double handling with physical forms that only need to be filled out once



# A Streamlined Approach to Digital Scanning

During the scanning process, there is one key component necessary to this stage: a software-bundled [scanner](#) or a [multi-function device](#).

With the right hardware and software combination, you can streamline your digitisation process in a number of significant ways:



## Scanning

Integrated optimisation features capture images with high quality results.



## Filing

Hot folders can automatically process scanned documents to their intended cloud storage location.



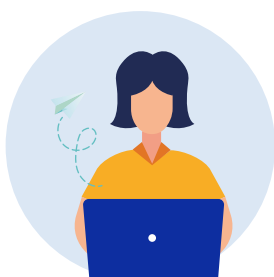
## Data Recognition

Software will then automatically recognise that information by type, and store it in the intended location.



## Automated Workflows

One-touch workflows, such as Brother's ScanEssentials tool, are shortcuts that allow you to scan according to your specific digitisation requirements. If you want to scan invoices, you can create a layout that dedicates regions of the document to signify certain types of data.



## Flexibility

When complexities arise, workflows can be reconfigured to account for these requirements as they change.





# OCR \ From Physical Documents to Digital Data

Once you've started scanning physical documents, you'll begin converting them into workable digital formats. In other words, you need to be able to extract text and convert numbers into editable, searchable PDFs. That's where [Optical Character Recognition](#) (OCR) comes in.

OCR eliminates manual data entry and automatically brings data to life on three different levels:

Notably, OCR software is easily accessible because it's bundled with Brother devices, including the [ADS-4900W](#) of scanners, so you don't need to purchase anything additional to access these features.

## 1 \ Scan to searchable PDFs



OCR creates a searchable text file that allows you to navigate archives and locate documents by keyword.

## 2 \ Scan to searchable and secure PDFs



When scanning a sensitive document, you can choose to automatically password-protect the file as it's digitised – a major asset to data privacy.

## 3 \ Scan to Word Document



For paper documents you'd like to edit or pull information from.



# \ Robotic Process Automation

Once documents are scanned and data is digitised, you're now free to use that data to improve your business – especially if you leverage Robotic Process Automation (RPA).

RPA uses artificial intelligence to take data one step further into cross-platform data migration. In turn, you stand to gain a number of advantages:

Although not often bundled with hardware, RPA is an increasingly accessible solution that is simplifying the complex needs of a paperless business.



Data can be inserted into cells of a spreadsheet, essentially creating a workable database



From here, you can integrate different mediums and retrieve data very easily



You can break down data silos for disparate platforms and achieve process efficiencies



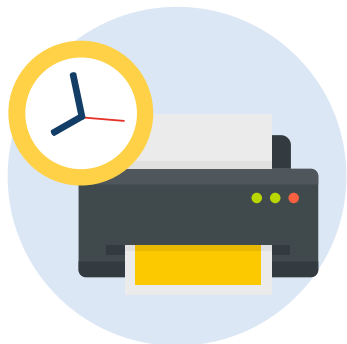




# \ Managing Your Digital Documents

Now that you’ve converted your physical documents into digital copies, you need a way to manage your newly scanned files in a safe and efficient way. That’s why [document management solutions](#) are an essential endpoint to the digitisation process.

By housing your scanned documents in a single storage repository accessible by all employees, you can improve your office productivity across the board. Here’s how it works:



### Time Savings

With everything in one secure location, employees waste less time searching for documents.



### Hybrid Collaboration

Documents can be accessed, shared and edited by both in-office and remote employees.



### Security

Document controls allow you to restrict access to certain files as necessary.



### Compliance

Easily meet industry regulations with fast data retrieval speeds.





## Next Steps \ **How to Begin Your Paperless Journey**

Empowered by the right set of solutions, your business can optimise the process of achieving a paperless office and meet your goals at a timely pace.

Between our fleet of multi-function devices, scanners and automated processing solutions, your organisation can kick-start the journey towards paperless productivity.

[Reach out](#) to our team to learn more about how Brother can streamline digitisation for your business today.





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