



**Creating order
in a world of
content chaos.**



Overcoming business challenges.

The rapid growth in the amount of information being produced within organisations and the way it's being managed is impacting directly on organisational efficiency, employee productivity, IT infrastructure complexity, and most importantly, profitability.

Understanding where your organisation is today and getting a clear view on your internal processes and information structure is key to determine what are your problem areas and where you need to invest. But confronting the skeletons in our own closet can be tricky.



Common business challenges are wide ranging and can prove costly:



Drowning under unstructured content.



Time is wasted spent searching for information.



Legal & compliance issues are ever more important.



Manual work is expensive.



How mobile is your workforce?

Managing data retention.

Organisations are caught between a rock and a hard place. On the one hand they're generating more data – and in many cases more paperwork – than ever before. On the other, businesses are feeling the strain of evermore stringent data management regulations.

A recent survey of more than 150 organisations conducted by Kyocera revealed:

- A large number of respondents agreed that new data protection regulations are necessary to improve data security
- Many agreed that the regulations are an opportunity for their organisation to enhance its reputation
- Many also agreed the regulations as an opportunity to review data storage systems
- Most agreed that compliance with GDPR is a high priority

Yet, despite these views, the same survey revealed that over half of organisations find it difficult to effectively track, remove and update time sensitive documents, including personal employee data, sickness/absence records, procurement/buying information and CV's or job application forms.

The survey responses also highlighted the need for organisations to manage data retention by destroying data when not required, ensuring security through role-based restrictions and encryption and, crucially, delivering enhanced control and visibility over documents.



Content Services explained.

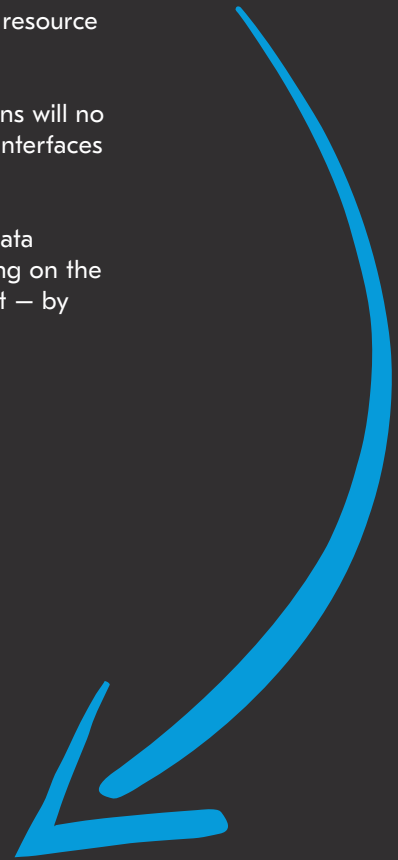
The need for visible, secure, efficient and effective data management solutions is clear, and enabling authorised users to instantly access the content is of huge organisational benefit. That's why organisations are increasingly turning to Content Services.

The Content Services term was coined by Gartner, the leading technology research analysis and advisory company, to represent a shift from self-contained systems and repositories to open services.

Content Services solutions capture, store, analyse, and automate content that was previously unstructured and difficult to access. When effectively managed across an organisation, accessing digital documents, images or audio files is secure, compliant and efficient. In short, Content Services is about removing manual processes, replacing them with a streamlined digitised workflow that integrates into other systems, such as CRM or enterprise resource planning (ERP).

Technology solutions that enable management and use of content in organisations will no longer be monolithic, self-contained solutions, and will be decoupled from user interfaces and data location.

The shift from an inefficient, often haphazard and paper-based document and data management solution to Content Services denotes a transition away from focusing on the storage of content across the enterprise to the active use of content – in context – by individuals and teams, both inside and outside the organisation.



“In short, Content Services is about removing manual processes, replacing them with a streamlined digitised workflow.”

Why Content Services & our methodology?

The most innovative organisations typically integrate Content Services to support business processes or broader digital workplace initiatives, as opposed to using generic platforms and functional capabilities.

Content Services offer long-term return on investment whilst providing effective short-term solutions to real business problems.

By fixing the most pressing business issues quickly, then utilising the same approach across the rest of the business, adding value and to provide fixes for other issues, organisations can be transformed into modern, lean and agile organisations.

KYOCERA's 5 step content services plan.

Using this five-step plan, comprehensive Content Services can be developed to address the common business challenges detailed above. This all-round solution delivers complete end-to-end functionality across key areas.

At Kyocera, we believe that this is best achieved through a proven consultative methodology:

Step 1: Opening Engagement



Discuss your business pains and goals with us.

Step 2: Workshop



Map your business and identify focus areas.

Step 3: Discovery



Deep dive into problem areas and create "ideal future process."

Step 4: Business Case



We present our findings to you with a documented ROI and recommendation.

Step 5: Implement & Support



Work with our experienced teams to implement your solution recommendation.

Our consultative methodology starts with a critical 'discovery' stage, where experienced business analysts identify and define the information, workflows and processes that lie behind your operations. We believe this is a key step, as there's no 'one size fits all' solution.

Once this analysis is complete, our methodology is founded on the following components:

- **Capture:** Capturing is more than the simple digitisation of documents. Content from various sources is transformed into valuable information. Data is intelligently read and automatically forwarded to its correct destination.
- **Document Management:** Managing and controlling all your information & documents in a secure and central location.
- **Workflow and Process:** Route key information around an organisation as part of a planned and managed multi-step process, tracking it as it progresses step by step, ensuring the delivery and engagement with specified people and/or other systems.
- **Reporting:** Create and distribute reports that provide information in a manner that can be easily assimilated, such as visual representations of specific data sets.

Five facets of Content Services.

1. Flexible and scalable

The huge growth of file formats means organisations now manage millions (if not billions) of documents, images, videos and many other file types that are stored within a multitude of disconnected systems and repositories. Content Services can cope with this exponentially growing volume of information and integrate it into mainstream business processes, natively and from within the Content Services Platform.

As the dynamics of the business change and new content management use cases and requirements arise, these platforms enable organisations to quickly configure and deploy solutions to handle the increase in volume and complexity.

2. Connected

If an organisation doesn't connect its various information sources, it can't provide a centralised view of its information assets or deliver personalised content-driven applications to users. Modern CSPs are repository-neutral and can connect to existing business systems and content repositories, such as other ECM solutions, file share apps, CRM and ERP systems, as well as other common business applications.

3. Regulation friendly

The artificial intelligence (AI) revolution is adding to the benefits provided by Content Services. When the capabilities delivered by AI are applied to information management, they provide advanced and automated classification, recognition, and prediction capabilities at a much higher quality and volume than human counterparts. This allows for the automation of processes that automatically manage the retention and, where and when appropriate, the deletion of sensitive documents.

4. Information at fingertips

Content Services can leverage AI to determine much more quickly than a human whether a given document is associated with a given customer or partner. Automating processes increases overall productivity and can free staff to perform more time-sensitive or complex work.

5. It's organisation-wide

Content Services also help organisations to release their reliance on IT departments. Despite talking about information as a 'business asset', organisations continue to treat information as an IT resource and responsibility, leaning on the IT organisation and CIOs to oversee its management and delivery. Content Services instead involves the whole business, developing greater business-wide integration.

Information management solutions for all departments.



Information
Technology



Procurement



Finance



Support



Sales



Human
Resources



Marketing



Product
Management

Summary.

Today's organisations face a major data and document challenge. Every day, the flood of information that needs to be processed, managed, secured and actioned increases. What's more, as digitisation continues apace, the volume of content that needs to be managed is all set to grow exponentially.

Yet, organisations are all too often being stifled by a lack of document management structure, a reliance on human-centric processes and paper-based documents that lead to disparate data silos. This leads to time-consuming processes and a lack of transparency, which can be damaging to growth and threaten non-compliance of data protection regulations such as GDPR.

The good news is that there is a solution, one that removes manual processes, replacing them with streamlined digitised workflows that integrate into other systems such as CRM or enterprise resource planning (ERP). Content Services can be the answer to today's common business challenges, which are holding back productivity and growth.

Kyocera's philosophy on Content Services revolves around understanding the true needs of customers. Whether that is their goals, drivers, issues or processes, by developing a deep knowledge of these needs, and introducing effective solutions that deal with pain points, Content Services can be of benefit to any organisation of any size, wherever they are on their digital transformation journey.



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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