

# Streamline your business processes converting stored paper documents into actionable digital data with our Backfile Scanning capabilities.



What if you could improve productivity and security by digitizing paper-based files and business records?

In today's hybrid work environment, spending hours accessing a document buried in your file cabinets can slow you down and hurt your business.

If you add the risk of losing critical, paper-based data and the cost associated with physical file archives and retrieval, converting paper documents into a digital format is a priority.

## INTRODUCING OUR BACKFILE SCANNING CAPABILITIES

Convert and categorize paper documents, ensuring that each digitized file is indexed, searchable, and securely stored in compliance with regulatory requirements.

- Create an efficient hybrid workforce by offering quick access to critical data.

- Increase security by safeguarding sensitive information against unauthorized access, physical damage, or loss.
- Enhance collaboration through immediate access to information supporting critical project files.
- Streamline business processes by moving physical documents into digital workflows.
- Ensure compliance with business-specific regulations and standards with file audit trails.
- Reclaim space for more operational needs, contributing to a more efficient use of resources.

## And we can help you take action with the digital files.

Our Intelligent Document Processing capabilities that leverage Artificial Intelligence (AI), Machine Learning (ML), and Robotic Process Automation (RPA) will enable you to extract relevant and contextual information, classify, catalogue, and transform data as needed and automate end-to-end business processes.

## IT'S AS EASY AS 1, 2, 3.



### 1. RECEIVE

We get and prepare your documents at Xerox Imaging Centers or on your premises.



### 2. DIGITIZE

We scan and process the documents using Optical Character Recognition (OCR) for full-text search, indexing, and quality review.



### 3. ENABLE AUTOMATION

We provide intelligent, organized digital files with audit trails and prepare you for day-forward processing and workflow automation.

## CLIENT ROI

- A North American hospital **improved overall staff productivity by 25-35%**.
- An Employment Security Commission **reduced office space by over 3700 sq ft**, more than the size of a tennis court!

Learn more at [www.xerox.ca/en-ca/services/data-capture-solutions/backfile-scanning](http://www.xerox.ca/en-ca/services/data-capture-solutions/backfile-scanning).