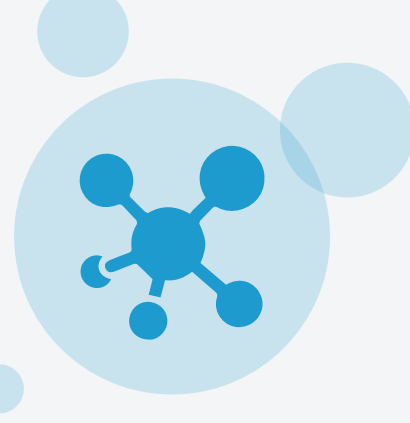# Empower Yourself Through Digital Transformation

KYOCERA Smart Information Manager

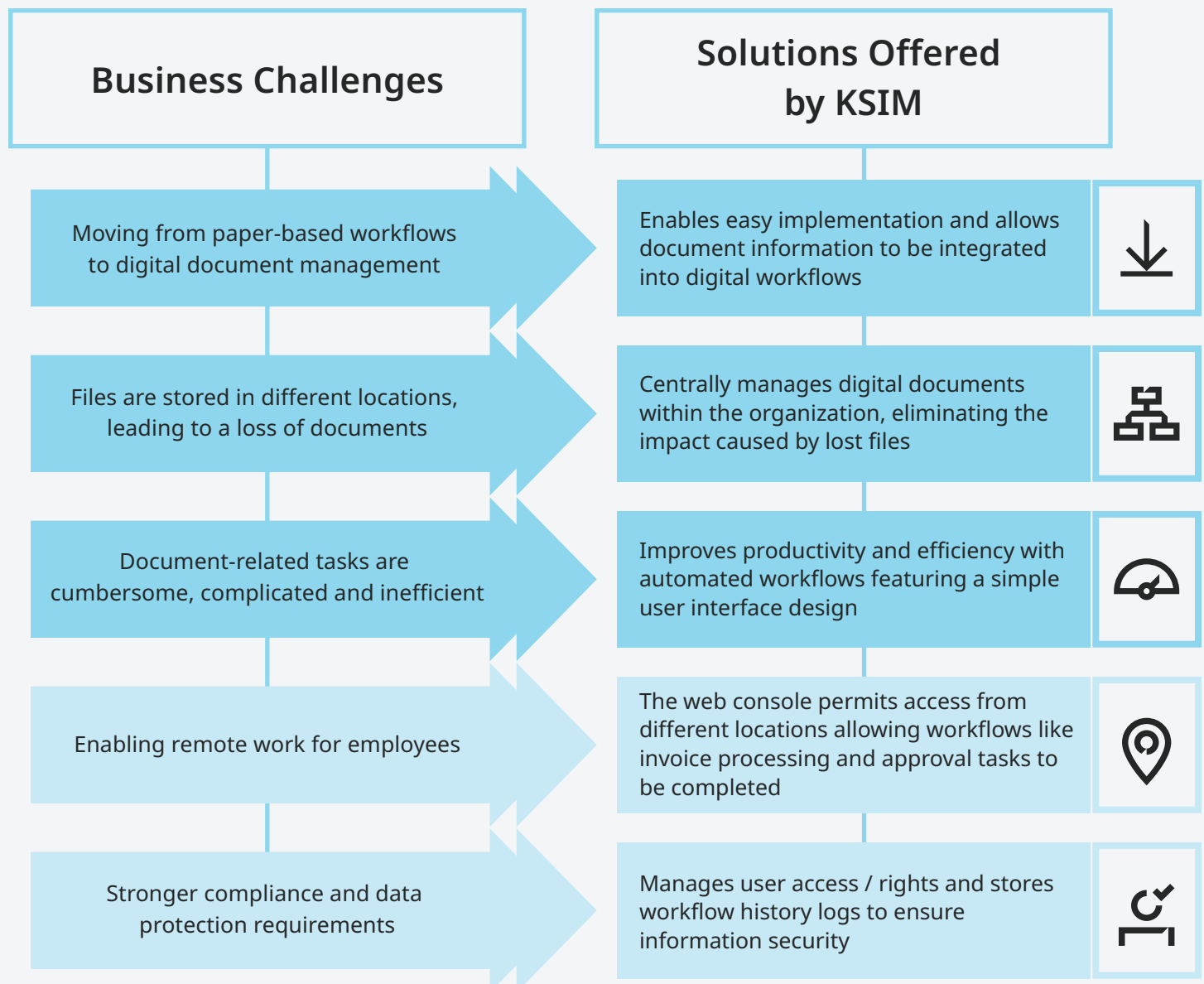# KYOCERA Smart Information Manager

Easy-to-implement, user-friendly solution for small and mid-sized businesses to move from paper-based to digital document management

Are you looking for ways to reduce your paperwork in the office?
For company or organization who is seeking digitization tools which can be easily implemented, KYOCERA Smart Information Manager is an optimal solution. It integrates diverse information sources such as paper documents, electronic contents, and scanned images into automated workflows such as invoice processing and approval tasks.
Offering ease of use with a simple user interface design, KYOCERA Smart Information Manager contributes in digitizing the workplace and enhancing business productivity.

Business Challenges & Solutions

Business Challenges

Solutions Offered by KSIM

| Business Challenges	Solutions Offered by KSIM
Moving from paper-based workflows to digital document management	Enables easy implementation and allows document information to be integrated into digital workflows
Files are stored in different locations, leading to a loss of documents	Centrally manages digital documents within the organization, eliminating the impact caused by lost files
Document-related tasks are cumbersome, complicated and inefficient	Improves productivity and efficiency with automated workflows featuring a simple user interface design
Enabling remote work for employees	The web console permits access from different locations allowing workflows like invoice processing and approval tasks to be completed
Stronger compliance and data protection requirements	Manages user access / rights and stores workflow history logs to ensure information security

Key Features

Document Import

Users can import document information from various platforms including MFPs (multifunctional products), smartphones, tablets and emails. Furthermore, users can extract and send attribute information to the KYOCERA Smart Information Manager.

For example, when processing an invoice, information such as the company name, address, invoice amount, and payment due date can be extracted from the document and sent to the KYOCERA Smart Information Manager to be used in workflows.
In addition, users can covert their document from MFPs to a searchable PDF, MS Word , MS Excel and MS PowerPoint.

Document Management

KYOCERA Smart Information Manager enables the management of the entire document lifecycle from data import to usage, archiving, and disposal. Users can browse imported documents and edit attribute information. Security is ensured by enabling access control.
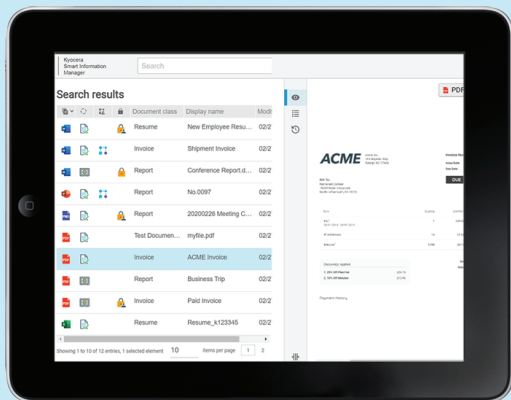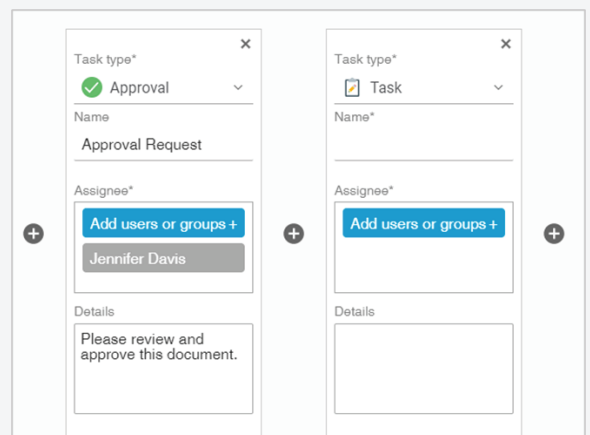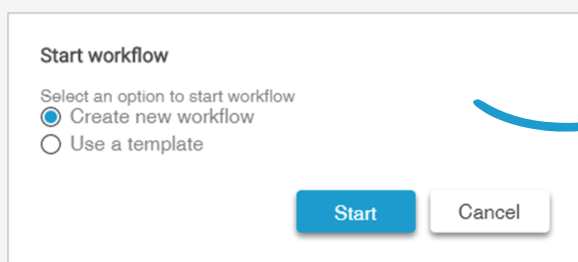
Document Search

As an alternative solution to full text search which often takes time to complete and provides undesired files, KYOCERA Smart Information Manager allows users to search using filters. For example, when searching for an invoice a user can provide a certain payment amount or issue date to help refine the results.
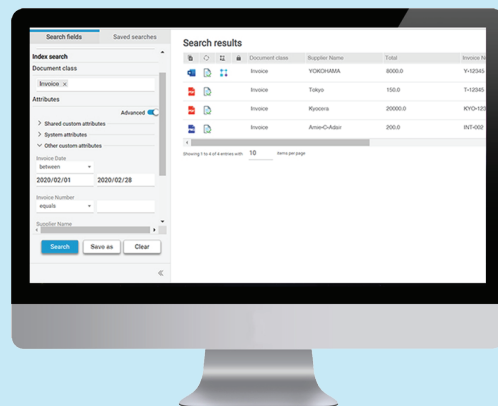
Automated Workflows

Document data imported from various formats are shared in automated workflows, enabling organizations to share information more quickly and accurately for circulation or approval. KYOCERA Smart Information Manager offers workflows for specific tasks which can be customized prior to installation based on user needs, enabling easy implementation and easy use regardless of the user operational skills.

System Requirements

Go Digital and Forget about Distance

Find Products and Solutions for Your Country / Region

The availability of our products and solutions differs by each country or region.
Please ask the Kyocera Document Solutions sales company near you.

KYOCERA

www.kyoceradocumentsolutions.com/in/en/