

Streamline your business processes



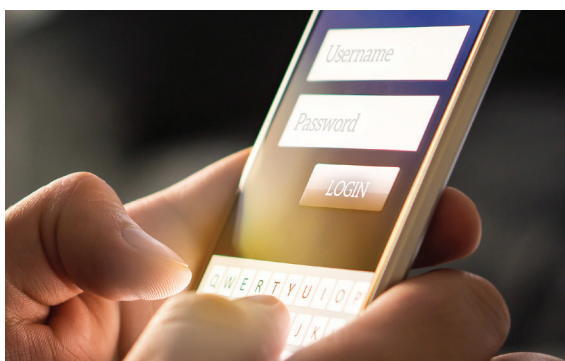
# Redefining the Transformation from Paper to Digital

Among all the technological advances today, digital is definitely here to stay. From our mobile phones to our printers and computers, it has innovated the way things work—and the office is no exception.

Empowering you to [streamline the conversion of paper to searchable electronic digital files](#), Dokmee Capture allows you to greatly improve business processes, saving both time and money.

## Your Business Challenge

Proper document management is essential to any business, and most offices today are looking to digitise their workflows to help them handle hundreds or even thousands of physical files. However, there are certain obstacles that many companies experience early on when they begin the digital process.



### SECURITY RISKS

Information leakage is a serious threat to any organization, so companies need to know that their digital platform has the proper safeguards. The fear of system malfunctions and loss of back-up data is also a major concern to data security and privacy.



### OPPORTUNITY COSTS

The initial step of manually indexing alone takes up a lot of time, and so does extracting all the needed information from documents. It can also be very costly to invest in a new digital workflow system and solution.



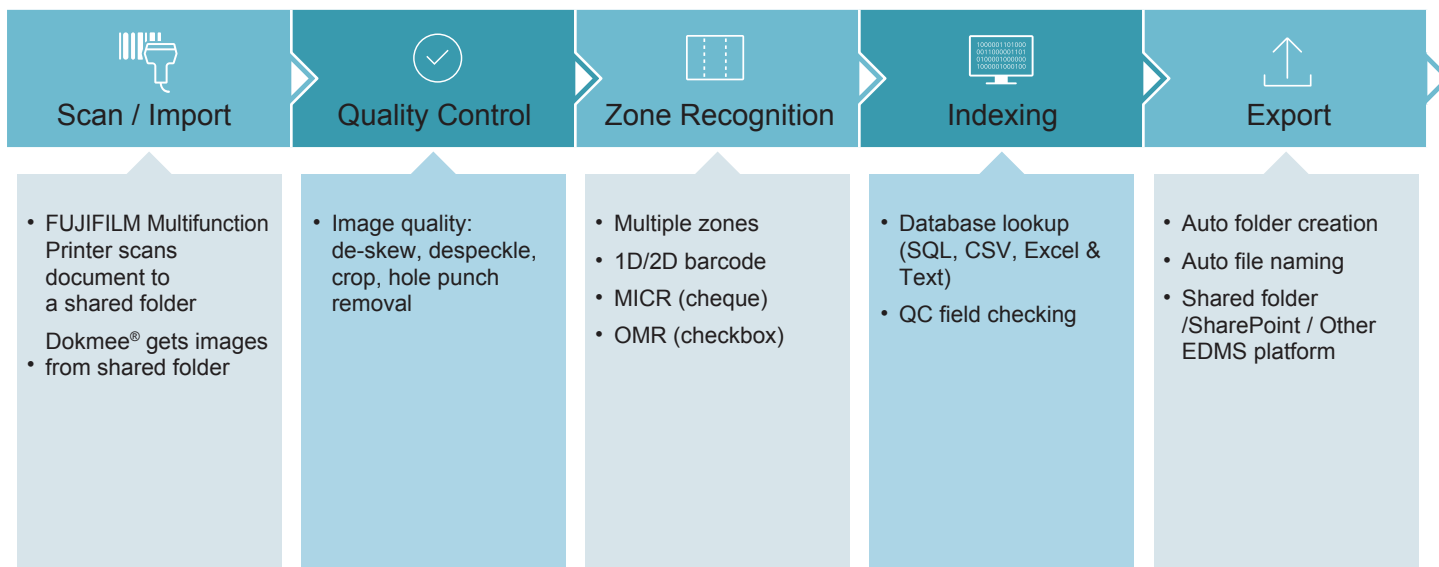
### LEARNING CURVE

Highly advanced programs are usually too complicated for the regular office worker, and having difficulty installing, configuring, and using the platform can hinder multiple users from maximizing the software. In addition, the lack of multi-language support can alienate others from using the program comfortably.

# A Centralized Repository for Managing Documents

With one, main repository for handling all document workflows, overseeing every crucial point of the digital lifecycle from scanning to exporting has never been easier.

## Dokmee: Image & Data Capture Workflow



### Dokmee® Capture Advantages

FUJIFILM Business Innovation knows that companies want to go digital to stay on top of their business game. The latest Dokmee® Capture has been optimized to work with you, understanding the specific needs of today's office environment.

#### UNLIMITED SCANNING AND ALL-INCLUSIVE LICENSING

No per-page costs means you can scan as many documents as you want, including the use of OCR functions.

In addition, all of the modules can be used from any workstation, allowing everyone to license also makes it easier for multiple users to set up and access Dokmee® Capture.

#### EASY USE AND SET UP

More human-centred in design, the software interface allows you to choose from multiple languages: English, Chinese, Thai, Vietnamese, Bahasa, etc. This even includes OCR support for these different languages.

#### ENSURE QUALITY AND ACCURACY

Better and clearer scans lead to more latest scanning software with TWAIN and ISIS drivers, Dokmee® Capture offers more image enhancement options such as editing tools and time-saving shortcuts—such as intuitive hot keys—to speed up processing time without compromising image quality.

#### DIVIDE SCANNING TASKS AND MANAGE WORKLOAD

Create a more efficient workflow by dividing the whole scanning process into independent functions. This means scanning, quality control, indexing, and exporting can be done individually and simultaneously to maximise efficiency, and minimise paper and resource costs.

#### ESTABLISH AUTOMATED DATA CAPTURE

Easily set up recognition templates for such information as typed text, bar codes, handwriting, and check boxes to instantly extract information, which you can later search and retrieve digitally. You can also assign which data should be automatically sent to your document management system for seamless file organization.

#### STATE OF THE ART REPORTING AND TRACKING TOOL

Track the productivity and efficiency of users and processes. The built-in reporting tool allows administrators to track and audit productivity and profitability automatically. Easily save and send these out to managers through Word, Excel, PDF, and SAP Crystal Reports formats.

[fujifilm.com/fbmy](http://fujifilm.com/fbmy)

# FUJIFILM

## FUJIFILM Business Innovation Asia Pacific Pte. Ltd.

Reg. No. 199202000004 (993478-A) ST No. W10-1808-32000018

### Head Office:

Ground Floor, Axis Business Park, Block C, No. 10 Jalan Bersatu 13/4, 46200 Petaling Jaya, Selangor, Malaysia.  
Tel: 03-7882 2888 Fax: 03-7882 2828 Customer Service Hotline: 1300-88-1163

### Branches:

**Penang:** No. 3-G, 3-1 & 3-2, Persiaran Bayan Indah, Bayan Bay, 11900 Bayan Lepas Penang.  
Tel: 04-643 5000 Fax: 04-644 4677

**Johor Bahru:** No.21 & 23, Jalan Setia Tropika 1/28, Taman Setia Tropika, 81200 Kempas, Johor Bahru.  
Tel: 07-238 7868 Fax: 07-238-2678

**Melaka:** No.17, Jalan KL3/11, Kota Laksamana, 75200 Melaka.  
Tel: 06-281 0466 Fax: 06-281 0408

**Kota Kinabalu:** Block K, Lot 65, Ground-5th Floor, KK Time Square, 88100 Kota Kinabalu, Sabah.  
Tel: 088-486 888 Fax: 088-486 668

**Kuching:** No. 201, Lot 3050, Eastmoore Centre, 2 1/2 Mile Jalan Rock, 93200 Kuching, Sarawak.  
Tel: 082-240 633 Fax: 082-418 733

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#### For Your Safety

Before using the product, read the Instruction Manual carefully for proper use. Use the product with the power source and voltage specified. Be sure to establish ground connection. Otherwise, electronic shock may result in the case of a failure or short circuit.

The information is as of April, 2022.