

# DigiDocFlow<sup>®</sup>



## *Digitizing documents in the government sector*

### The government sector

The population in each country is constantly changing and, as people gain more knowledge about technology, governments are forced to keep up with the latest technologies. This not only enables governments' staff to serve the public more efficiently and effectively, but also opens the door to identity theft and fraud, so security issues have been expanding. This paper-intensive sector needs to store all documents, such as budgets, maps, police records, etc., for long periods of time. Without easy access to all documents, the government sector will not be able to keep up with the ever-changing and more demanding public.

DigiDocFlow is an easy and affordable solution of which the government sector can benefit by scanning paper documents into a digital archive. With DigiDocFlow, there is no client software to install and no product training is necessary, so everyone can use it straight away.

### Key challenges

- Reduced administrative costs
- Increased information security/control
- Consolidated records from multiple sources
- Meet documentation mandates regarding security and access

### Benefits

- Single sign-on authentication module
- Minimize costs with digital archives
- Increase information security
- Bates stamps to guarantee document authenticity



# Profile

As local, state, and federal governments become more heavily dependent on paper documents, the need to protect this information increases. At the same time, there is a need to reduce costs. Technology keeps evolving and each entity of the government sector will need to keep up with these technological changes. In order to improve the access to documents and the protection of information, a transformation of paper based document workflows into digital workflows becomes the logical next step.

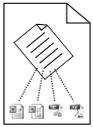


## Functionalities and advantages Example business scenario

Digital archiving with DigiDocFlow is just as easy as making a copy. With one press of a button a MFP creates a digital copy which is stored anywhere, for example into your Windows folder structure, Microsoft SharePoint or business applications.



**Bates stamp:** By sequentially numbering or date/time-marking documents as they are scanned, the authenticity of documents is guaranteed.



**Multiple output formats:** Convert scanned documents into text searchable file formats, like Word, Excel, Jpeg, TIFF, RTF, PDF and PDF/A files.

Convert documents into PDF/A files to digitally archive documents and ensure the preservation of the contents. Or use the Word or Excel output to create an editable file, which can be edited directly after scanning, in any editing application, like Microsoft Word.

### Archive and store policy guidelines

#### Current workflow

Every department in the government sector is mandated to archive and store all policy guidelines, even from past years. These documents are stored in filing cabinets, which wastes valuable space. Employees must invest a lot of time in filing all documents and searching through filing cabinets to retrieve the required policy guidelines.

When multiple employees need to work on one file, documents are either shared digitally or handed over to colleagues as paper files. This process of sharing document can cause documents to either get lost or be left lying around the office. Along with sharing documents arises the chance that employees are not working on the latest version of a document.

#### Workflow with DigiDocFlow

Employees scan all policy guidelines, and with DigiDocFlow these scanned files can be converted into secure, searchable PDF files. DigiDocFlow will store the documents in any digital archive: in a Windows network folder, Microsoft SharePoint or in a business application. Documents can be retrieved instantly via a simple text based search. For sharing documents between multiple employees with the guarantee that everybody is using the same document, DigiDocFlow can create a Bates stamp on the PDF files. With this stamp, the authenticity of documents is guaranteed, which eliminates user mistakes.

## Contact

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