

FIND YOUR FOOTING IN **AGILE WORKING**

With the right tools your teams
can work from anywhere.

PARTNER
2021



"Simplifying your documents, securing your data"

Canon

The world of work, and the way we do our jobs, has been changing steadily over recent years. **And now that rate of change has dramatically picked up pace.**

Capturing and moving data between physical and digital sites. Collaborating on documents with colleagues in different sites. Maintaining oversight of your dispersed technology infrastructure. As agile working takes its place as an everyday reality, every business needs to find its footing in these areas.

In this short guide, we'll look at some of the challenges businesses are facing in reaching their goal of enabling your teams to work anywhere. And we'll explore the kinds of technology solutions that can help you make agile working part of your everyday.



EMPOWER YOUR HR DEPARTMENT

With your employees working from different locations, your HR team face their own set of challenges. In many cases, these issues are being accelerated by digital transformation.

These are the kinds of comments we're hearing from frustrated HR managers:

"We're competing for the best talent in the marketplace, so our recruitment needs to be done fast. But it also needs to be done correctly. We need to negotiate contracts, sign forms and share documents quickly between parties. Tracking and editing paper can be challenging, particularly when multiple stakeholders are involved, all in different locations. We often encounter delays because it's not clear who is holding up the process. In some cases, these delays can literally be a deal-breaker."

[Learn more about digital workflow solutions >](#)

[Learn more about digital signatures >](#)

"In the past, locked filing cabinets were enough to protect sensitive information, but security has been transformed in the digital era. We know visibility and control are essential for GDPR. Without them, how can you share information with auditors to prove you are not storing data beyond what is legally required?"

[Learn more about securing your documents >](#)



GIVE YOUR MARKETING TEAM THE EDGE

Effective marketing is fundamental to the success of any company. To ensure your marketing experts can focus more of their time on selling your business, they need a strong structure for collaboration. Not to mention immediate access to documents whenever they need them.

These are the types of frustrations that are creating challenges for this function:

“When we create campaigns, feedback often needs to be shared with a number of people who often work in different locations. Multiple revisions of one document inevitably lead to multiple versions being produced. This can make it very difficult to collaborate with confidence, and to know for sure that updating, refreshing or editing shared documents won’t result in lost information or time.” [Learn more about real-time collaboration >](#)

“We work closely with our Finance Department to ensure we make the most of our campaign budgets, without overspending. Time is always of the essence, and if budget sign-offs are delayed, campaign launches get pushed back too. With everyone working from different places, you can’t physically approach colleagues to make sure processes stay on track.” [Learn more about digital workflow solutions >](#)



HELP YOUR **FINANCE DEPARTMENT** MOVE UP A GEAR

With your finance colleagues working in different places, it will be harder than ever to utilise documents and access the information they need. When it comes to process visibility and collaboration, too, your people are at a disadvantage – and are unable to be as agile as they need.

Here are a few examples of the kind of things we've been hearing from Finance professionals:

“We have to keep hard copies of important finance documents to maintain compliance. But we also need to share and store them digitally. Take tax and financial records, for example. Some need to be printed and stored in hard copy format, but they also need to be digitised so we can share them electronically as well. This means that many employees need a print and scan solution to do their job. And with the amount of files they work with, it can be hard to manage the flow of documents. The way we do this now takes up valuable resources that would be better spent on core business functions.” [Learn more about our print & capture solutions >](#)

“We need better visibility and control over cashflow in our company. Without this, it's hard to know exactly where we are with our finances at any given time. With people working in different locations, if we don't have visibility of the workflow and control over the distribution of documents, then it can easily result in late payments.” [Learn more about digital workflow solutions >](#)



GIVE YOUR IT TEAM SOME EXTRA IT SUPPORT

Allowing your workforce to work from any location, on any device, has many benefits. But, as the workspace continues to evolve and expand, there are key challenges you need to meet. To ensure that dispersed working does not introduce unnecessary risks to your business, or drain your IT resources, your overarching IT management system needs to give you visibility and control.



Here are the kind of comments we're hearing from IT Professionals:

“Productivity and flexibility: allowing our workforce to access and share information from their mobile devices and laptops, in the office and on-the-go, has many benefits. However, if it's easier than ever for them to share work with each other, it's easier than ever to unintentionally introduce serious compliance risks to the business. Without visibility and control, we can't know for sure what devices people are using and how secure they are, when sharing information. It really worries me that some of our more sensitive information is open to anyone in the organisation, and that employees are using their own choice of applications, such as Dropbox to store company documents.”

[Learn more about cloud & mobile solutions >](#)

[Learn more about collaborating securely >](#)

“The workforce needs to work with documents, both digital and paper, wherever they happen to be. In the IT department, we need to make this happen; easier said than done with everyone dotted around all over the place. We struggle with installing solutions remotely and often find they're too complicated for end-users to install themselves. Troubleshooting issues remotely is an additional layer of complexity added to this conundrum.”

[Learn more about remote IT management >](#)

CANON SOLUTIONS

We can offer you a wide range of solutions to support agile working across every department of your business. With Canon's technology solutions, your teams can access, work with and share information more easily and securely.



CANON SOLUTIONS THAT GIVE YOU ACCESS TO INFORMATION FROM ANYWHERE



< HR Department

< Marketing Team

< Finance Department

< IT Team

Information is at the heart of every businesses. How employees access, harness and share it impacts productivity, security and even business continuity. Quick and easy access to information is vital for any workforce and your organisation's success depends on it. Our solutions put access from anywhere in easy reach.

YOUR NEED

Your mobile, remote and home workers need to be able to access all their documents and information just as easily as your office-based employees.

OUR SOLUTION

The cloud-based infrastructure of our content management solution allows your workforce to access their information regardless of where they are, or the device they are accessing them from. They can even edit documents offline and re-synchronise them later, when they are back online

YOUR NEED

Some of your processes require hardcopy documents. But with a dispersed workforce you also need a solution that allows you to share these physical copies with others. To ensure processes stay on track.

OUR SOLUTION

Our portfolio includes print solutions for all agile working environments. Covering everything from desktop printers to A3 multifunctional devices. Combining this with solutions from our capture range enable you to transform these paper documents into digital copies. But it doesn't stop there. We can also enable you to automate processing these digital documents, saving you time. Our OCR technology can recognise the type of document scanned, pre-populate the file name, and extract index data for better archiving. Reducing time-consuming manual tasks and making document retrieval easier.

YOUR NEED

To be able to install and manage your technology infrastructure, your IT professionals need access to the organisation's hardware and software solutions, from anywhere.

OUR SOLUTION

Canon's solutions are designed with IT as well as users in mind. This allows us to provide you with the tools your remote workforce needs. Home-office printers and scan devices are plug & play, while most of our software solutions can be installed remotely by IT. The remote management tools make sure that IT can access all the data they need to diagnose and resolve most issues remotely. Keeping your organisation up and running.

CANON SOLUTIONS THAT MAKE IT EASIER TO WORK WITH DOCUMENTS



< HR Department

< Marketing Team

< Finance Department

< IT Team

The workplace is rapidly changing. Yet, the need to work with documents – whether in digital or paper format – will most likely never go away. But doing this remotely without the right technology can be a challenge. Read on to learn how our solutions put working with documents in reach.

YOUR NEED

Digital documents are true enablers of an agile workforce, but only if the right tools are in place. In today's digital era your workforce needs to be able to easily edit and update all types of documents and files.

OUR SOLUTION

Our PDF solutions include plenty of features that make interacting with digital files easier. Utilising them would allow your workforce to edit text, insert graphics or add trackable, actionable comments directly within their PDF files. And if they must work with other document formats, they no longer have to waste valuable time re-creating them – with our solutions they can simply convert them.

YOUR NEED

Signing documents is something that every business has to do. Whether letters, contracts or agreements, it is essential that employees can sign documents quickly. Regardless of where they are working from.

OUR SOLUTION

Our solutions connect to popular digital signature providers and can integrate with other third-party platforms too. This means that your workforce can easily sign and send documents by adding an e-signature within an approved, secure workflow.

YOUR NEED

You know that the way your people work will continue to evolve, but the need to protect your sensitive data will not. Your documents need to be secure, whether they're paper-based or digital, whether people access them via a printer, mobile, laptop, computer or any other device.

OUR SOLUTION

Every-time a user accesses, edits or stores a digital or paper-based document, your data could be at risk. This is why our printers and content management solutions have user authentication features that require employees to prove who they are before they can access documents or devices. An extra level of security can be added by password encrypting files or implementing secure release on printers. And retention policies can support administrators in making sure documents are deleted after their legal retention period has passed.

CANON SOLUTIONS THAT ENABLE BETTER COLLABORATION WITHIN YOUR BUSINESS.

[< HR Department](#)[< Marketing Team](#)[< Finance Department](#)[< IT Team](#)

Long gone are the days of one team member working alone on a project or document. Today's collaborative workplace requires you to make it safe and easy for colleagues to work together. But as the workspace continues to change and expand beyond its conventional boundaries, associated challenges must be met. Here's how our agile working solutions can help.

YOUR NEED

Real-time collaboration across dispersed teams can be challenging. Your employees need the assurance that when they work together with colleagues simultaneously on documents, this won't result in the loss of valuable information and time. That they can collaborate on shared documents with confidence.

OUR SOLUTION

Our solutions make it easy for your employees to work simultaneously on documents. The software tracks changes, allows users to leave comments or assign tasks to one another. And if people make changes simultaneously, a new version of the document is created, while the old version remains accessible too. Ensuring no data is lost or overwritten.

YOUR NEED

In an agile workplace – with workers in many locations – you can't always walk up to your colleague's desk to ask them for a status update on key projects. You need tools that give you visibility of their progress and tell you what needs to happen next.

OUR SOLUTION

Keep projects and processes on track by using our digital workflow solutions. With improved visibility everyone will always know which stage of the process documents are in. Automatic notifications – for pending tasks or due dates – can make sure your teams never miss a deadline again. And traceability allows anyone who needs to see the history of a document, to see all the events that have happened during the process.

YOUR NEED

You need to be sure that whenever your workforce shares information this is done in a safe and secure way. You cannot risk introducing compliance or security issues to your business due to a dispersed workforce.

OUR SOLUTION

That's why our solutions include features for secure file sharing. Advanced redaction capabilities give you the option to remove confidential information from files before storing or sharing them. And both our print and content management solutions encrypt documents and data when they move to and from printers, laptops and cloud storage platforms. All to help you protect your data as it moves in and out of your business.

WORK WITH OUR EXPERT CONSULTANTS



When it comes to picking a technology partner for your future, you want one that offers proven solutions and services for truly agile working.

Document Data Group

has the experience and expertise to help you champion agile working. And we will work collaboratively with you to find the best way forward.

**To learn more, get in touch
with a member of the team.**

www.documentdatagroup.com

info@documentdatagroup.com

08451 805 805

With Canon solutions, your teams can access, work with, collaborate on and share information – regardless of their location. While your IT department can enjoy a complete view of your technology infrastructure, its security and where it can go next. No matter whether that's in or out of the office environment.

The Canon logo, featuring the word "Canon" in a bold, red, sans-serif font.