Shaping tomorrow with you

![FUJITSU logo]

Why local government should embrace technology

Andrew Cowling at Fujitsu Scanners outlines how local government could benefit from document management for efficiency gains and a reduction in costs

Local government bodies are under growing pressure as they are increasingly being faced with challenges that question the current status quo; demands for instant access to information online such as public records, freedom of information legislation, heightened security, compliance, and regulations are all areas that raise the need and desire for more efficient ways of working. Indeed, the upcoming GDPR that becomes law on the 25th of May next year poses several challenges, not least the ability to be compliant with stricter data protection rules but also to be able to prove it in a court of law.

Outdated, paper-based processes are draining departments of valuable time and money, thereby reducing the quality of public services and making having a controlled retention policy tough, threatening the privacy, security, and ultimately the ability to provide complete transparency or in the case of GDPR erasure and proof thereof.

Document management

Document management enables the demands for higher productivity and improved service delivery to be met at a significantly reduced cost, both in terms of money and time. Capturing, routeing, sharing and storing information effectively are simultaneously driving sustainable performance improvements and providing significant cost reductions.

Technology is seen as a catalyst for change, not only will the service to the public be increased but embracing digital transformation will also help create and retain a more efficient and motivated workforce who are enabled for mobile working, for enhanced collaboration and ultimately seeing a shift in man hours

Improving patient outcomes animation

Improving learning outcomes animation

[Click here to view our brochure](#)

from admin related tasks to those of higher perceived value to the overall cause.

With the benefits and rapid return on the investment, ECM deployments can provide core systems that will allow public sector organisations to tackle the challenges facing the industry in the coming years.

Find out more about how Fujitsu document scanners can help support local government bodies in adopting or developing their document management capabilities by contacting us at scannersales@uk.fujitsu.com.

David Taylor, a Senior Information Governance Officer commented – "It's not just the removal of the manual file management processes or the ability to access the files wherever we are. It's the all-round capability to manage the whole response process from request to disclosure

and beyond from one system. Fujitsu's scanner hardware is integral to the whole solution enabling all documents to be digitised, reviewed, redacted, compiled and released electronically. We now respond to almost 95% of all requests electronically compared to approximately 55% just two years prior. Response times have fallen from an average of 12 days per request to under 8 and still falling."

Additionally speak to us today about a jointly developed Privacy Management solution that offers a methodical and structured approach to GDPR that has impressive deployment and proven track record success in addressing stringent German privacy laws over the last decade.

www.emea.fujitsu.com/scanners

The importance of having established GDPR-compliant policies

Andrew Cowling, Channel Marketing Specialist at Fujitsu Scanners imparts his expertise on why it is important to consider digital processes to help towards GDPR-compliance and the wider digital transformation benefits

The May deadline for GDPR compliance is rapidly looming into full view, by this time organisations must have established GDPR-compliant policies to ensure that anyone holding personally identifiable data can prove the consent, the security and the management of that data. There are a number of questions that data holders need to ask themselves:

1. Right to access – can you find all the data you hold on an individual, how quickly can you respond to SARs?

2. Retention periods – do you know how long you can lawfully hold the data for?

3. Data erasure – are you confident that the right of an individual to be forgotten can be met and that every single trace can be removed?

4. Privacy by design – are you building in security steps from the outset?

5. Security – how many copies of your documents exist?

6. Consent – do you have consent to hold the data and how will you use it?

7. Audit trails – GDPR is not just about being compliant but proving it in a court of law – can you confidently prove your processes are lawful?

When it comes to achieving GDPR compliance the starting point recommended is to conduct an assessment of the relevant data held today and where it resides – opening with the digitisation of paper-based documents through scanning and merging with any digitally born material.

More than just compliance

While GDPR is a strong reason, there are a number of reasons for organisations to additionally embrace moving from paper to digital processes.

Investment in digital transformation now can deliver savings and efficiencies across the whole business, as well as helping to prepare for future regulatory compliance, legislation can be a powerful tool to drive a cultural change, so GDPR should also be seen in that light.

These benefits include:

- Better organised data, all stored in one place;

- Increased storage capabilities with Cloud-based servers;

- Quicker to both find and retrieve files;

- Ability to manage data more effectively;

- Easier to share information/files between colleagues and across office locations;

- Increased efficiencies/time savings for administrative staff;

- Increased office space with less physical filing and;

- Greater security of data.

Deliver business efficiencies while helping to achieve compliance with GDPR. The potential risks associated with GDPR – most notably the fines and reputation – mean organisations simply have to be prepared.

Fujitsu is working with a number of partners on specific solutions for the public sector looking in depth at areas such as SARs, retention periods and data handling and now have a solution that offers a methodical and structured approach to GDPR with impressive deployment and proven track record success in addressing stringent German privacy laws over the last decade. If you'd like to know more then please contact us today.

www.emea.fujitsu.com/scanners

Broad in scope – small in size

fi-7460/fi-7480 product introduction

Start your business' digital transformation journey with the versatile and compact fi-7460 and fi-7480 desktop scanners.

- Increase productivity, collaboration and customer satisfaction

- Meet legal and regulatory obligations and disaster recovery objectives

- Save space and money

- Address sustainability management

As the smallest* A3 format scanners in their class capable of scanning even A2 and A1 size documents, the fi-7460 and fi-7480 are perfect for office use. Their versatile feeding capability runs from regular A8 to A3 sizes, and extends to folded A2 and A1 documents as well as small plastic cards. For maximum versatility, uninterrupted mixed batch scanning eliminates the need to sort your documents in advance.

Fast scanning of varied documents

The fi-7460 scans at the high-speed of 60 ppm / 120 ipm and the fi-7480 is even faster at 80 ppm / 160 ipm (A4, landscape, Color, 200 / 300 dpi). They wake from power-saving sleep mode in 1 second or less, so you can scan straight away and continue working effortlessly – with no pauses or interruptions.

Thin or thick documents, the fi-7460 and fi-7480 can handle them. Their dependable paper feed mechanism copes reliably with paper thickness from 27 to 413 g/m^2.

Uninterrupted volume scanning

Hundreds of documents can be scanned without interruption, thanks to a 100-sheet ADF paper chute (A4, 80 g/m^2). You can even add more paper while scanning or collect additional documents into the same capture routine and file. It's seamless.

Hassle free monitoring and administration

A backlight enhanced LCD screen within the operating panel puts instant information at your fingertips, including scanner settings, operating status, interaction hints and a paper counter. Also, selecting from the user panel pre-defined scanning routines created with the powerful PaperStream Capture solution included in the package, is a breeze.

Intuitive, reliable paper feed

The fi-7460/7480 include exclusive functions for enhanced operation and nonstop scanning.

* In terms of footprint (excluding paper chute, stacker, and projected parts) of A3-capable ADF type image scanner with scanning speed of 40 ppm or more in A4 landscape (based on the investigation by PFU LIMITED as of December 1st, 2015)

Optional extras

Post Imprinter (fi-748PRB)
Locate the originals of scanned document whenever you need to. The optional imprinter unit prints identification markers like dates, alphanumeric codes and symbols on the reverse side of original documents.
{Part Number – PA03710-D201}

Management all in one place

Scanner Central Admin software enables the fi-7460 and fi-7480 to be managed and maintained along with other Fujitsu scanners from a single location. Remote management and administration means lower scanner downtime anywhere in the world, plus provides the benefit of cross-location control over the installed base of capture devices.

For further information or to book an evaluation unit contact your reseller today.

These devices mark a major technology breakthrough, achieving best-in-class feeding performance, matching and even surpassing smaller scale 7th Generation siblings. Innovations like Intelligent Sonic Paper Protection (iSOP) and the Fujitsu fi Series Skew Reducer technology make scanning mixed batches at the desktop a breeze. These advanced scanners will minimise pre-processing time and effort throughout the capture routine.

iSOP is a unique paper protection function based on acoustic sensors, which reduces the risk of documents being damaged during image capture. By sensing the audible sound of paper movement, iSOP stops feeding sheets the instant an irregular noise is sensed.

The Skew Reducer, another sensor driven innovation, eliminates the risk of physical skew being carried over from one sheet in a mixed batch to the next.

These advanced technologies work alongside proven functions such as the Brake Roller, which separates each document to enable smooth digitisation. Additionally, each hopper side guide moves independently, making it easy to adjust precisely to the document width.

High performance document capture

The fi-7600 and fi-7700 help you reliably produce digital information from paper documents content, in back-office applications, specific line-of-business processes and right across the organisation. These models combine heavy-duty durability and high volume mixed batch capture within a single device.

Highlights at a glance:

- Fast processing at 100 ppm/200 ipm (A4, landscape, colour, 200/300 dpi)

- Mixed batch scanning from A8-A3, 20-413 g/m^2, folded documents up to A1 and longer

- 30,000 document daily duty cycle

- PaperStream platform performance

- Patch code, barcode, blank page batch separation

- Barcode, matrix code and zonal OCR indexing included

Flexible – durable – high volume scanning

With scanning speeds of 100 ppm/200 ipm (200/300 dpi), the fi-7600 and fi-7700 greatly improve process efficiency. Large volumes of information can be captured from various media, including thin paper, plastic cards, envelopes and long page documents.

Smooth paper flow

The fi-7600 and fi-7700 automatically adjust to paper weights from 20-413 g/m^2. The straight paper path reduces the load on a document and assures reliable scanning regardless of the condition and type of a document. By simply sliding a lever to non-separation mode, you can easily scan thick and long documents folded in half, multi-layered document sets and envelopes.

Innovative paper feeding mechanisms

Skew Reducer automatically handles sheets of paper in a stack individually, so that if one sheet is fed-in skewed, subsequent sheets are

fi-7600/fi-7700 product introduction

not forced into physical skew. This ensures that all information in the documents is captured correctly, even in batches with mixed document formats. The Paper Protection function monitors document movement and automatically stops feeding when any irregularities are detected.

Form follows function

Both scanner models feature a unique market proven design concept that adjusts to individual user preferences and requirements. The fi-7700's ADF unit slides to either side or rotates by 180 degrees. The fi-7600 is equipped with an operation panel on both sides allowing for right and left handed use. The LCD on the operation panel reveals the scanner status at a glance and enables instant operation.

Lower workload before and after scanning

The Automatic Document Feeder's (ADF) independent side guides move to exactly the position required for each batch. The adjustable stacker side guides support neat alignment of processed documents. The fi-7700 flatbed consecutively scans thick, fragile or bound documents even with the document cover open.

For further information or to book an evaluation unit contact your reseller today.

Fujitsu Scanning Solutions

Fujitsu scanners have a well deserved reputation for being the most reliable and hard-wearing devices on the market, offering transparency, compliance, efficiencies and cost savings

ScanSnap

iX100 – Ideal for community workers

iX500 – Great for Small businesses and admin offices

SV600 – Perfect for the classroom

S1300i

S1100i

fi-7030 – Ideal for GP surgeries

fi-65F – Great for customer facing ID capture

fi Series — Image Scanner

N7100 – Information sharing made easy

Network Scanner

SP-1120 / SP-1125 / SP-1130

SP Series

fi-7160 – Best selling scanner in the NHS

fi-7140 – Document management at it's best

fi-7260

fi-7460 / fi-7480

fi-7600 – A local government workhorse

fi-6400/ fi-6800 – Ideal for archive applications

Up to 3 years worth of free consumables

fi-5950

fi-7700

fi-Series scanners bundled with:

Fujitsu's best-in-class scanner driver and document capturing software

PaperStream IP – high quality image enhancement

PaperStream Capture – enhanced capture

Watch our education animation here

Watch our healthcare animation here

For more information please email us at scannersales@uk.fujitsu.com or visit emea.fujitsu.com/scanners

shaping tomorrow with you

FUJITSU