

IKON / Document Solutions Portfolio

OFFICE SOLUTION



The **IKON Document Solutions Portfolio** is a comprehensive offering of end-to-end solutions designed to address document management needs at all phases of the document lifecycle: capture, workflow, output and retention.

IKON selects products for the portfolio based on a flexible, open architecture and standards-based technologies to ensure interoperability as well as extensibility of functions between new and existing systems.

IKON delivers the portfolio solutions through its team of Professional Services specialists who assess, customize, install, manage, service and support end-to-end solutions.



Westbrook Fortis

Business Challenges Addressed

On average, 80 percent of an organization's documents are paper-based, including information such as client files, correspondence, invoices, reports, supply chain and shipping documentation and more. Filing, duplicating, shipping and storing paper files is time consuming and expensive. Furthermore, electronic information such as Microsoft Office and Outlook files are usually kept in local PCs or shared drives, in a completely uncontrolled and unstructured way. Poor access to mission critical data slows business processes, decreases efficiency, impacts quality and customer service and increases the risk of regulatory non-compliance. Without secure management of unstructured information the risk of losing data in the event of a disaster is increased.

Solution Overview

Westbrook Fortis is a comprehensive document management solution designed to allow the capture of electronic and scanned files, indexing and full-text Optical Character Recognition (OCR), management of virtually any file type including multimedia, as well as archiving, disposition and publishing. The Fortis suite also includes modules to speed document workflow and approval cycles, for integrating document indexes with Line of Business transactional systems and for integration with Microsoft Office.

IKON

PREMIER Partner

To learn more about IKON's Document Solutions Portfolio, contact your local IKON representative.



Document Efficiency
At Work.[®]

A RICOH COMPANY



**1-888-ASK IKON www.ikon.com
Order Supplies at: 1-888-456-6457**

Solution Differentiators

- **Rapid Implementation:** Fortis is designed to be easy to install, easy to integrate into organizational processes and easy to administer
- **Speed and simplicity of use and training:** The easy-to-use interface makes gaining value from Fortis quicker and easier
- **Fast ROI:** Hundreds of Fortis users have documented ROI of less than one year
- **Low cost of ownership and high scalability:** Fortis is designed to scale from small work groups to large enterprises, with low cost of ownership at either end of the spectrum

An Integrated Solution

Fortis is designed to compliment multiple brands of scanners as well as input, workflow and Line of Business systems, including:

- Kofax Ascent Capture
- eCopy ShareScan OP
- Objectif Lune PlanetPress
- IKON DocAccel™
- Microsoft Office
- Major healthcare management, personnel management, ERP, CRM, accounting and legal case management systems, and more

SOLUTION FEATURES	SOLUTION BENEFITS
Scan, fax or import documents into central archive	Helps reduce document storage and administrative costs; ensure retention and disposition of critical business documents; reduce regulatory compliance risks (HIPAA, OSHA, SOX, SEC, EPA); ensure business continuity and disaster recovery
Manual and automatic indexing including bar codes and OCR engine	Quickly find enterprise intellectual property and knowledge
Intuitive interface, versioning, check in, check out, web access, security features	Multiple accesses to documents, helps improve collaboration for more timely and informed decision-making and tracking of user activities
Inflo and Approvelt workflow tools	Speed up and add efficiency to business processes dependent on document transfer, reviews and approval
Office for Microsoft Office integration and EnableIt Line of Business integration	Exchange data or scan, index, import and review documents from within business session without opening or closing other applications
ERM, CD/DVD publishing, offline archiving	Manage reports and print streams for convenient information distribution

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