Lexmark™

Smart Document Capture for Military

Streamlined document processing built for DoD

The burdens of paper-based processes continue to weigh down Department of Defense (DoD) and supporting operations as budgetary constraints and compliance requirements increase in both scope and complexity across agency locations and functions. As the paper piles up, DoD offices must also combat the growing challenge of protecting mission and personal information while providing the appropriate level of security. Therefore, initiatives focusing on automating manual and paper intensive processes are top of mind.

Lexmark's Smart Document Capture for Military helps automate paper-based processes that are slowing you down and keeping personnel from operating at maximum efficiency. With capture technology that's designed specifically for DoD needs, you'll be able to leverage Lexmark's smart MFP platform to streamline paper-based processes, drive greater efficiency and compliance and even improve security across the organization.

Get paper documents into digital formats sooner

Processing paper-based information is a challenge, especially when those processes need to span across thousands of different offices, locations and objectives. Paperwork is easily lost, difficult to move and keeps staff from finding exactly what they need, when they need it.

With Smart Document Capture, you'll have the power to convert paper documents into digital formats from the moment they're received. From the Lexmark MFP customizable interface, agency personnel simply scan in paperwork, and facilitate automatic capture and routing to your core business systems. As a result, information makes it into the hands of those who need it faster, without the hassle of shuffling and losing paper documents.

Drive greater efficiency, speed and savings

DoD employees often spend a great deal of time manually processing paperwork, and then correcting the errors associated with keying in data. These processes are expensive, slow—at times requiring multiple days to complete—and keep you from serving the mission in a timely and effective manner.

Smart Document Capture enables you to eliminate once-manual processes and automate scanning and capture to make employees' jobs easier and improve service. By leveraging devices in DoD agencies and branch offices to easily capture documents, you'll drive greater efficiency and speed, and reduce the cost of document processing. In addition, you'll be able to increase overall accuracy and reduce paperwork redundancies.

Boost security and compliance

The expensive and painstaking tasks of meeting ever-changing compliance regulations and enforcing standardized processes can reduce efficiencies. Not to mention, information found on paper documents are at greater risk for security leaks and breaches.

Since Smart Document Capture makes it possible to capture paperwork from the point of receipt, you'll eliminate document loss and at-risk information, and ensure that you're gathering all required data from the beginning. As a result, you'll be able to adapt to changes in regulations without committing additional resources or personnel. And, since information is immediately converted from paper to digital, securely storing and archiving data will be easier, and conducting searches and audits will be effortless.

Customize functionality to your needs

At Lexmark, we understand that no two organizations are alike. Your processes, systems and information requirements are unique to your business, and a rigid, one-size-fits-all solution just won't do.

That's why we built Smart Document Capture to be agile and customizable. When it comes to choosing what's right for your mission process, you get to decide what level of capture intelligence best meets your specific needs. In addition, our versatile integration options ensure flexibility in your infrastructure, and allow you to more tightly connect and unite business processes and systems.

Key features for next-level capture

▸ **Agency-level usability:** Capture that's fast and simple to transform paper documents into a digital format, in your DoD office locations

▸ **Smart process management:** Intelligent technology that makes it easy to print on demand, capture from the device and identify any missing documents to drive process accuracy and compliance

▸ **Seamless integration:** Agility that makes it easy to unite capture processes with existing agency and back-end systems

At work across your enterprise

Smart Document Capture wasn't designed for just a single process or line of business. Rather, it was built to streamline, digitize and simplify information management all across your DoD agency offices:

Process DoD personnel applications with ease: Quickly capture and verify DoD personnel services documents to make faster, more accurate decisions to speed up approval process

Expand DoD engagement touch-points: Enable DoD personnel to print forms and applications on demand, initiate processes, and check into appointments with kiosk-enabled MFPs, while providing complete visibility and tracking of the required data to be processed

Onboard DoD civilian personnel and in-process warfighters with increased speed: Gain the visibility to know exactly which forms have been completed and which are still outstanding, for faster, more accurate DoD personnel processing

Facilitate digital property book audits: Automatically capture hand receipt documents for asset movement to easily track status, identify chain of custody and reconcile inventory list

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