



TOSHIBA SOLUTIONS FOR GOVERNMENT

Keep records searchable and private with Toshiba document management solutions

TOSHIBA

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Government agencies at all levels are impacted by a multitude of external factors like political, social, economical changes across the globe.

Government agencies rely on documentation for compliance, managing documents is a time consuming and costly process. Driving cost efficiencies due to budget cuts remains the constant challenge. At the same time safeguarding the confidential information for regulatory compliance or to avoid information leak is critical.

Toshiba solutions can help your organisation increase productivity and automate manual repetitive processes. This helps provide the optimal mix of automated document workflows and security capability.

BENEFITS FOR GOVERNMENT



Reduced Costs

Reduced paper copy and print volumes, and streamlined processes reduces staff time and associated costs.



Clear Communication

Rapidly get information to your staff and the public in all your buildings from one central management point.



Enhanced Public Service

More efficient processes help you to serve the public better.

Efficiency

Automated workflows help to streamline processes and enable more productive operations.



Environmental Responsibility

Managing and reducing printing and paper for a positive environmental impact.



Compliance

Managing records to regulatory compliance standards for security, access and retention.



SOLUTIONS FOR GOVERNMENT



DOCUMENTS, DOCUMENTS, DOCUMENTS

Government and public sector bodies manage more documents than most other organisations and this sheer volume creates massive workload and cost. These records are especially important because they protect the legal, financial, and historical foundation of citizens. These documents need archiving to ensure the rights of individuals to essential information and services. Toshiba can help by converting paper to digital, and automating workflows to route, file and retrieve information efficiently.



COST CONTROL

Inevitably, some documents need to be printed, but with enforceable print rules and management processes, you can reduce paper usage and waste for a more sustainable operation. Agencies can create detailed analytical reports to identify usage and associated costs. This helps influence employee behaviour and prevents waste. We have solutions that help you reuse paper and reduce print volumes through queue management, tracking and chargeback.



RECORDS COMPLIANCE

In today's changing world, it is no secret that Government agencies requires flexibility e.g. the current COVID crisis requires agencies to constantly adapt and not overlook the different regulations. Staff records, procedures, confidential meetings, process maps - Governments hold a range of sensitive and confidential information. We'll help you to ensure that it is stored securely and is and fully compliant with regulations.



EMPLOYEE RECORDS MANAGEMENT AND PRIVACY

As the nation's largest employer, Government has thousands of employee records to manage. These records may need to be maintained longer after an employee has left the organisation, in order to protect ongoing rights and interests of the employee and the organisation. Toshiba provides solutions to help you process employee records efficiently, from on-boarding to appraisals and career and skills development. We'll help you to ensure that private and sensitive data is protected with secure filing systems and that information can be searched quickly and easily for rapid retrieval.



INVOICE PROCESSING

Government is the biggest purchaser in the country. Invoice processing is often a manual process and is prone to error due to its paper-based nature. The current invoicing system adds avoidable delay in payment to recipients. You need efficient invoice management and streamlined payment processes. Toshiba's accounts payable automation allows you to scan and digitise purchase orders, validate and send them for approval and automatically route them for purchase.



INTEGRATION TO LEGACY SYSTEMS

In with the new doesn't mean you can forget the old. You need to be able to integrate your new streamlined approach to invoicing with your existing accounting and document management software. Toshiba helps Government departments and agencies integrate legacy systems data into a secure repository, ensuring that no data is lost and that you have a complete and compliant audit trail. These next-generation tools help your employees communicate, collaborate and work more efficiently.



HOSTING IN THE CLOUD

The case for cloud is no secret to Government. A move to cloud computing - away from on premise owned and operated infrastructure. Moving your document management systems from on-premise to the cloud helps you drive efficiency and cost reduction by freeing up staff from managing IT systems and their associated maintenance and patching.

ASSET MANAGEMENT

Government departments have a range of physical assets, from IT devices to plant and equipment and specialist tools. Labelling is the first step to tracking these valuable assets, and Toshiba's label printing solutions offer a highly efficient solution. It reduces the paperwork as maintenance staff can print barcode and attach them to each and every asset including IT equipment.

CONTRACTS MANAGEMENT

Contract management refers to all the activities undertaken by an entity, after the contract has been signed or commenced, to manage the performance of the contract (including any corrective action) and to achieve the agreed outcomes. Government departments and agencies have vast numbers of contracts to manage and monitor throughout their (often very long) lifecycle. Toshiba's document management solutions, with sophisticated search and retrieval capability, helps you manage all types of contracts efficiently.

CUSTOMER STORIES



CITY OF KINGSTON

“The three factors that really made a difference are their understanding of local government and the challenges we face; the fact that they are very responsive if we need help and proactive in telling us about new technology and capabilities. As well as sharing of our environmental concerns and the advice they give in helping us to address them.”

- Danielle Watts, Procurement Coordinator , Kingston City Council.



Moreland
City Council

MORELAND CITY COUNCIL

“Since we went live with the new solution in August 2011, we are now printing over 100,000 pages per month less than before, and achieving more than a 20 percent saving in paper consumption.”

- Mr Bernard Hoehmann, Business Solutions Architect, Moreland City Council.



Ready for the next step? Let's talk.

Contact a Toshiba Business Solution specialist and start your digital transformation journey with Toshiba today.

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[Toshiba-business.com.au/Industries/Government](https://www.toshiba-business.com.au/Industries/Government)

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