

Scanning as an enabler for digital transformation

Moving towards paperless operations

Most organisations are searching for ways to transfer information from paper format into electronic data that can be stored and searched more easily.

42%

of organisations are moving to a less-paper environment

and a further

45%

of organisations have targets to move their processes away from paper

The problem with paper

Manual transcription of content from paper to electronic systems introduces human errors

Manually searching and retrieving paper-based information is time consuming and inefficient

Paper storage takes up a lot of space

Maintaining paper quality and security over expanding legal time limits often requires expensive, environmentally-controlled storage

What happens to paper after scanning?



23%

Of paper copies are either:

10% Destroyed after scanning

13% Stored in secure off-site location

41%

Paper copies are stored around the business in filing cabinets, etc. after scanning



77%

Of documents are all or mostly scanned into business processes



Digitisation enables greater efficiency and effectiveness

Moving information from paper into data makes working more efficient and productive. Integrating digitised paper into business workflows improves tracking and auditing.

Future plans and reasons for pursuing digitisation

Digitisation accelerated throughout the pandemic years. Today, 68% of organisations say they have budget in place for digitisation projects, with only 6% saying they have no clear plan to digitise. Contrast this with 35% that had no clear plan in early 2020.

68%

Have budget in place for digitisation projects

6%

Little or no plans for digitisation

Need more agile and scalable IT infrastructures to allow for contingencies

53%

Increasing customer experience demands

33%

Navigating market uncertainty

29%

Employee pressures

27%

Competitive pressures

18%

The main advantages of well-organised digital information

Enables easier information sharing

Simplifies processes

Improves productivity

Avoids wasted time

44%

Agree strongly that scanning is a foundational step to digitisation

36%

Agree strongly that digitised data is easier to work with

33%

Agree strongly that better information management leads to better knowledge sharing

Meet customer expectations with the right scanning solution

There's an expectation-to-perception gap for many businesses who don't have the correct scanning technology for their requirements. New purchases must be driven by each organisation's needs rather than by price.

Some negative business impacts as a result of poor scanning user experience



32%

Wasted time re-scanning poorly scanned items



27%

Scanner not available due to unplanned downtime



26%

Re-scanning missed items



27%

Time spent in maintaining and fixing the scanner



23%

Problems in users understanding how to get the best out of the scanner

Business benefits with the right scanning technology

Maintain compliance

Manipulate and share data quickly and simply

Make work processes more efficient

Save space

Move securely towards digital transformation