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FUJI XEROX'S SOLUTION SLASHED KITASATO UNIVERSITY'S CONFERENCE-RELATED WORK LOAD BY 75 PERCENT

ENABLED A PAPERLESS OPERATION FOR ORGANIZING, VIEWING, AND STORING CONFERENCE DOCUMENTS

TOKYO, February 12, 2013—Fuji Xerox's solutions have provided a paperless environment for organizing, viewing and storing conference documents at Kitasato University of The Kitasato Institute in Tokyo (hereinafter, the University). This paperless operation has contributed to increasing productivity at the University by cutting down 75 percent of the man hour related to the University staff's conference document preparations.

Fuji Xerox systemized the entire conference preparation workflow using an iPad and Fuji Xerox software such as Mobile Integrated Application for iOS[1]. Under this system, the entire workflow is streamlined, from converting the documents into electronic formats to storing them in a server with notes added by each participant on an iPad.

Previously at the University, more than 200 sheets of handouts were printed for distribution to 36 participants at large-scale periodic conferences, such as conference of academic deans or graduate committees. Every time before a conference, the University staff had to collect documents from each department, reorganized them as a single set of documents with careful attention on their order and appearance, printed and distributed them; while there were many cases where documents had to be replaced and reprinted during the conference preparation process. After the conference, those documents had to be stored on a bookshelf. The University was challenged to reduce all these workload, as it had set forth in its fiscal 2012 activities plan to rationalize and shift its paperwork to IT aimed at qualitative progress in its education/research/medical services and sound fiscal management.
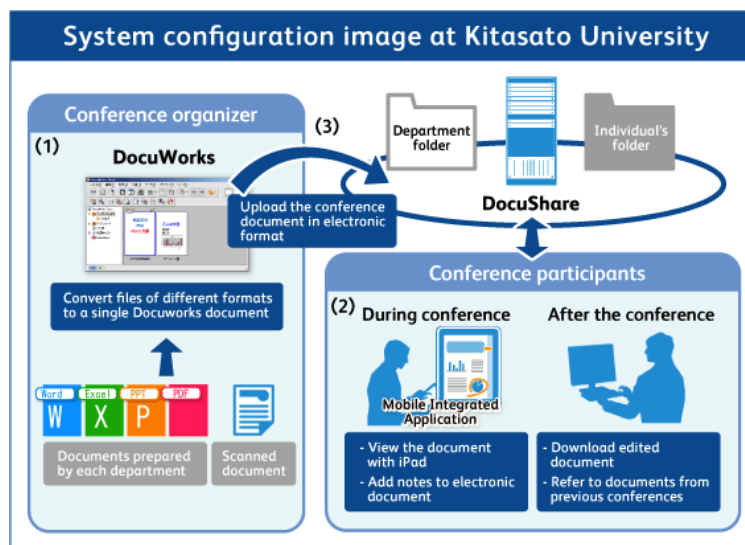
"The streamlined environment utilizing an iPad has been a significant step forward as a part of the University's fiscal 2012 activities plan which targets to rationalize and shift our paperwork to IT," said Isao Okayasu, president, Kitasato University. "However, this is only the first step. We expect Fuji Xerox to continuously propose effective solutions that utilize the advantages of mobile devices, so that we can further activate on-campus communication between students, between students and faculty, and between faculty members, to ensure the quality of education."

System Overview

1. Organizer of the conference gathers documents from each department created in various applications/formats and gathers them into a single set of documents using the document handling software DocuWorks[2] to bind and realign them as needed.

Documents can be handled as if they were paper, such as editing them by adding page numbers and captions or replacing pages.

2. Conference documents are uploaded to the document management system DocuShare.

3. On the day of the conference, each participant downloads the document from DucuShare to one's iPad. Each participant can edit the document such as adding memos or underlines as needed. The edited document can then be saved in one's DocuShare folder with a drag-and-drop operation to be checked at one's desk after the conference. The entire operation is made possible using Mobile Integrated Application for iOS, which can be operated on iPad screen.

*1: Mobile Integrated Application for iOS is application software that supports document handling in mobile environments. It is a one-stop application software for directly importing documents scanned with Fuji Xerox multifunction devices or images taken with an iPad camera into the application, displaying and editing the imported content, printing it from multifunction devices, and sending it via email.
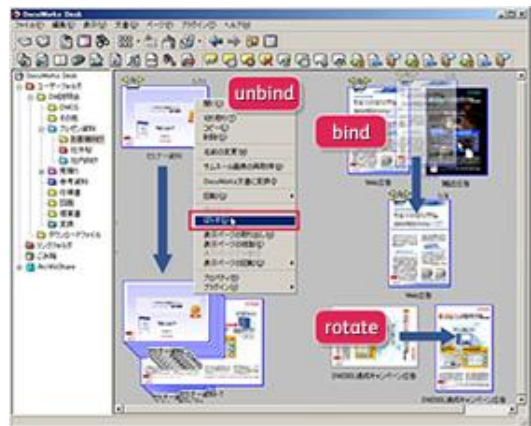
Related websites:

http://www.fujixerox.co.jp/product/software/mobile_integrated/ (Japanese)

http://news.fujixerox.com/news/2013/000829/ (English)

Mobile Integrated Application for iOS

*2:   DocuWorks is a document handling software that allows an integrated management and utilization of electronic documents and scanned paper documents on a PC. Users can bind or unbind the documents that are displayed as thumbnails according to files on DocuWorks Desk as if working with actual paper documents on a desk.

Related website:

http://www.fujixerox.com/eng/company/technology/docuworks/index.html

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