**Lexmark™**

# Smart Document Capture for Government

## Streamlined document processing built for your agency

**The burdens of paper-based processes continue to weigh down government as agency program applications, supporting documentation and compliance requirements increase in both scope and complexity. As the paper piles up, government agencies must also combat the growing challenge of protecting constituent privacy and 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 Government solution can help your organization automate and streamline manual and paper intensive processes that are slowing you down and keeping employees from operating at maximum efficiency. With capture technology that's designed specifically for government agencies, you'll be able to leverage Lexmark's smart MFP platform to streamline paper-based processes, drive greater efficiency and customer satisfaction and even improve security across your enterprise.**

## Get paper documents into digital formats sooner

Processing paper-based information is a challenge, especially when those processes need to span across multiple locations and involve a number of different employees. 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 employees 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 paper.

## Drive greater efficiency, speed and savings

Agency 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 constituents in a timely and effective manner.

Smart Document Capture enables you to eliminate once-manual processes and automate scanning and make employees' jobs easier and improve service. By leveraging devices in agency 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 painstaking tasks of meeting ever-changing compliance regulations and enforcing standardized processes can reduce efficiencies and lead to expensive fees. Not to mention, information found on paper documents are at greater risk for disclosure.

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 make sure you're gathering all required data from the beginning. And, since information is converted from paper to digital, you'll be able to employ stronger security measures, facilitate storing and archival, and conduct searches and audits effortlessly.

## Customize functionality to your needs

At Lexmark, we understand that no two government 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 business, 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 and transforms paper documents into a digital format, in your government 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 government 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 agencies:

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

**Expand citizen engagement touch-points:** Enable constituents to begin processes in in kiosk-enabled MFPs, while providing complete visibility and tracking of the required data to be processed

**Onboard constituents with increased speed:** Gain the visibility to know exactly which forms have been completed and which are still outstanding, for faster, more accurate onboarding

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