



YOUR DIGITAL WORLD,
DELIVERED

DOCFUSION
DIGITAL
TEMPLATE
MANAGEMENT

*Let DocFusion and K2 optimise
your Organisation*



DOCFUSION DIGITAL TEMPLATE MANAGEMENT

With digital strategies having been the focus of CIO's for the last ten or so years, still 70% of all business processes are paper or email based. This problem is now beginning to become mainstream.

Document generation and automation may not have been in the top ten of companies IT priorities in the last number of years it is now moving to priority one or two.

Most organisations are somewhere on the road in solving the above but frankly if they still have paper documents, their journey is not complete.

Many companies document templates are spread across multiple hard drives and are mostly forgotten about or lost.



Over 70% of business processes are **still document and e-mail based**

Not having a centralised and managed document template repository leaves a company open to all kinds of issues, Inclusive of the following:



Reputational



Productivity



Cost



Legal, Risk and Compliance



Brand Management



Employee Engagement

“Forrester research demonstrated that by deploying template management companies achieved a significant productivity uplift for end-users, branding teams and IT teams, by simplifying the process for updating and using an organisations templates and branding assets”



Company Reputation

A company's reputation is based on many factors, one of the important one being professionalism. DocFusion drives this professionalism by ensuring that all document based interaction, is styled correctly, correct logo's, correct versions, correct details and much more. In a digital age where the only interaction with the outside world is electronic ensuring this is a reputational prerequisite.



Productivity improvement

Forrester estimates that over 20% of a knowledge workers time is freed up by having the correct digital documents available. The ability to access immediately the most current template reduces time and inaccuracies resulting from older versions and the practice of “find and replace”. DocFusion integrates seamlessly in most data sources or backend systems to merge the template with the data.



Cost Reduction

Removing the need to create all documents from scratch greatly reduces the cost by 35%. Given DocFusion's no code platform plug in (see next page), Microsoft Word, IT resources are not required in document template creation. This again results in cost reduction. Also costly errors and rework is reduced as the templates are always available and correct.



Legal, Risk and Compliance

With DocFusion all data is current with the correct legal terms, correct approvals, correct clauses. Up-to-date electronic templates ensure the correct information the company and outside parties must provide is in line with policy and law. A regulation change is updated once centrally and is immediately included in all relevant documents. This reduces legal and other risks and increases compliance.



Brand Management

With DocFusion, marketing is in charge of the management of the brand and all corporate Identity IP. When marketing changes logo's, styling, messaging etc this is immediately updated globally and available instantly.



Employee Engagement

Employees like working for professional companies that project a positive image in the market place.

THE DOCFUSION® TEMPLATE DESIGNER

*The DocFusion® template designer, is a plugin to Microsoft Word.
This makes template design very simple for the end user to execute.*

Using simple no code drag and drop, users design their own templates without the need to wait for the services of the IT department.

Template management improves the productivity of the organization by always having the correct template on hand. Brand integrity is embedded as once branding and styling has been changed, this becomes the standard within the organisation. Legal documents are authentic ensuring compliance, as are letter heads, product specifications.

Template libraries ensure that the correct documents are always available across the organization be it locally or globally. If for example regulation changes, logo's change, directors change or legal terms change, this change is effected once and available to everyone immediately.

Templates play a huge role in ensuring organizational health, however, on their own they are static and do little in moving a company ahead in their digital transformation journey.

DOCUMENT TEMPLATE REPOSITORY



LEGAL



MARKETING



COMPANY
SECRETARIAL



TECHNICAL



OPERATIONS



RISK AND
COMPLIANCE



CUSTOMER
MANAGEMENT



FINANCE AND
CONTROL

Without a robust template library and seamless integration into backend systems, the journey to digital transformation is practically impossible.



CASE STUDY

INTERNATIONAL BANK

An International Bank was involved in a separation from a global banking group. The separation meant that the following needed to change

- All logo's
- All legal terms and conditions
- All brand management
- All policy and procedure documents
- All employee letters
- All directors on all documentation
- Much more

Because this company had deployed DocFusion, this could all be done in days rather than months and was made available globally. Marketing had access to change all their corporate identity, legal had access to review and change their terms and conditions and so on.

Without DocFusion, this would have taken months.

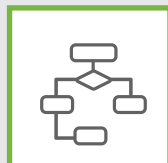
THE PILLARS OF DIGITAL TRANSFORMATION



DIGITAL
FORMS



WORKFLOWS



DOCUMENT
GENERATION



DIGITAL
SIGNATURES



DOCUMENT
MANAGEMENT



The logo for Doc Fusion, featuring the word "DOC" in a large, blue, sans-serif font above the word "FUSION" in a smaller, black, sans-serif font. The entire logo is enclosed in a white square with a blue border.The logo for K2, featuring a green square icon composed of four smaller squares arranged in a 2x2 grid, followed by the letters "K2" in a green, sans-serif font. The entire logo is enclosed in a white square with a green border.

DIGITAL DELIVERED

DOCFUSION AND K2

Digital Template management underpins the Pillars of Digital Transformation. Combining the power of this with the Forms and Workflow features of K2 and the process automation features of DocFusion, allows organisations to complete the digital journey. Forms, workflow, document generation, digital signatures and document management complete the digitisation process and provide a paperless, secure, automated, frictionless experience to all organisations.

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