
FILING ASSIST MAKES LIGHT WORK OF FILING

IT ALL COMES
TOGETHER

Filing Assist helps you take control of your document scanning and storage processes, which means increased efficiency, improved access and a smoother path to your digital transformation.



A SMART FILING SYSTEM FOR CONSTRUCTION COMPANIES

Manually scanning and organising important business documents is inefficient and costly. It's also impractical. In construction you typically process multiple invoices, contracts, purchase orders and other documents on a daily basis, which means automation is essential to remain competitive in the modern marketplace. Canon's Filing Assist solution helps you streamline your back office operations, secure sensitive information and free your staff to work on more profitable activities.



Increase efficiency

With a user-friendly interface, lightning-fast scanning capabilities and incredible accuracy, Filing Assist has efficiency written all over it. Precision scanning captures information accurately and data fields are pre-populated for easy reference, review and saving. Logical document naming makes file search and retrieval a breeze.



Eliminate errors

Manual data entry is prone to human error. By automating the data entry process, Filing Assist helps you avoid the mistakes associated with manual record keeping, such as input and spelling mistakes. Automatic data population and evaluation means less typing, eliminating errors and saving you time.



Enhance security

Document security is a major consideration for construction companies. Filing Assist integrates seamlessly with cloud storage locations such as DropBox, Google Drive and Office 365, which means only authorised people can access your critical information. Having documents within the same system reduces the security overhead of managing multiple storage locations. With secure access, customisable permissions and an automated alert system, you can rest easy knowing that your information is safe and sound.



Improve productivity

Filing Assist can help you get the most out of your people. Workflows for specific document types means the relevant data is automatically captured for your files, freeing your people to spend less time filing and more time on productive tasks.



Go green

Sustainability is a major goal for businesses today. Filing Assist can help you achieve your sustainability goals by recycling rather than storing paper documents and move your business to a digital storage solution.

ONE SOLUTION, SO MANY APPLICATIONS

Filing Assist can be used to digitise a range of different documents, from contracts to invoices.

- ✓ Audit
- ✓ Certifications
- ✓ Client files
- ✓ Contracts
- ✓ Credentials
- ✓ Invoices
- ✓ Purchase orders

and much more.

CALL CANON ON **1800 444 199**
OR VISIT US AT
CANON.COM.AU/CONSTRUCTION