

TOSHIBA

Kōdo® Business Suite

Kōdo® Digital Safe



Powered by ELO



KŌDO DIGITAL SAFE



Kōdo Digital Safe is our flagship product that help organisations with transforming their business into a digital enabled world.



Digitise paper files



Collaborate



Search



Audit logging

Digitisation of paper files and other electronic documents such as emails

Collaboration between employees and suppliers

Search for documents using google like search features

Audit Logging track and monitor how documents have been managed

KEY FEATURES

Intelligent Inbox – digitising and classifying your incoming documents enables automation no matter the format or channel

iSearch – multiple ways of searching with metadata, hierarchical filing structure or full text search

Security and Compliance - Keep secure with information that can only be seen and managed by the right people including personal data privacy

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WHAT DOES THIS MEAN FOR TOSHIBA CUSTOMERS?

Office integration and collaboration

Tools to interact with your colleagues and suppliers on specific document related activity

Analytics

Know your business performance in seconds

Work on the go

Unrestricted access to business information

DIGITISE PROCESSES

Digital Workspace: Access information in your normal working environment

Audit, Compliance & Security: Optimum security and maximum convenience when assigning roles and rights to users

Workflow Management. Map, speed up and control processes according to your requirements

INTELLIGENT INBOX

Central repository that enables you to manage all of your documents

Capture metadata on documents that can be used for searching and workflow processes

Automatically index documents using smart key wording

INTEGRATE & COLLABORATE

Work on documents together and share knowledge

Comment on a document or post replies

Mention colleagues in a comment and refer to posts

Subscribe to, share, and filter relevant topics

SOLUTIONS ARCHITECTURE

What does it look like?

Streamlined processes

Workflows automate business processes while integrating relevant information based on specific transactions

Secure and compliant

Automated, rule-based and server-based e-mail archiving, means you maintain a complete and accurate audit trail for all correspondence

Flexible searching

Tap into company knowledge with iSearch. Find the documents you need, fast

Work whilst on the go

Our apps enable you to work while on the go and give you unrestricted access to business information

Want to find out more? Get in touch today

1300 794 202

Toshiba-business.com.au/Kodo-Digital-Safe

About Toshiba

Toshiba (Australia) Pty Limited is part of the globally operating Toshiba Tec Corporation, active in various high-tech industrial sectors.

Toshiba is a leading provider of information technology, operating across multiple industries - ranging from retail, education and business services to hospitality and manufacturing. With headquarters in Japan and over 80 subsidiaries worldwide, Toshiba Tec Corporation helps organisations transform the way they create, record, share, manage and display information. For more information please contact us:

TOSHIBA (Australia) Pty Limited

Building C, 12-24 Talavera Road,
North Ryde. 2113. Australia
Tel: 1300 794 202

New Zealand

32 Lunn Avenue, Mt Wellington
Tel: 09 570 8530

www.toshiba-business.com.au
www.toshiba-business.co.nz

Contact your local Toshiba office to see how Kōdo Digital Safe and the rest of Kōdo Business Suite can help your business.

Together Information is Toshiba's vision for how people and organisations create, record, share, manage and display ideas and data.

It is based on our belief that the most successful organisations are those that communicate information in the most efficient way.

We make that possible through an integrated portfolio of industry-specific solutions, all of which reflect Toshiba's commitment to the future of the planet.