

# DigiDocFlow<sup>®</sup>



## *Digitizing documents in the real estate sector*

### The real estate sector

The real estate sector consists not only of brokers, but also real estate developers, investors and more. In this sector, a lot of people work with many different business and technical documents, such as drawings and plans, contracts, mortgage forms, etc. Often, these documents need to be shared with other parties. Having to search for, and potentially recreate each document, is time consuming, costly, and inefficient.

DigiDocFlow is an easy and affordable way to replace paper files with a digital archive. The real estate sector can benefit by scanning paper documents into a digital archive. With DigiDocFlow, there is no client software to install and no product training is necessary, so everyone can use it straight away.

### Key challenges

- Reduce administrative costs
- Increase efficiency in working
- Improve communication between all parties
- Consolidate records from multiple sources

### Benefits

- Decreased printing costs
- Increased workflow efficiency
- Easy sharing of documents
- Utilized personalized scan templates



# Profile

The real estate sector has volumes of paperwork; drawings, bids, selling contracts etc. In today's environment technology is being used more often to store documents digitally, but it cannot stop there. Technology will keep on evolving and the real estate sector must keep up. An important factor here is the transformation of paper based document processes to digital workflows. As a result scanning these documents into a digital archive has emerged as a critical business process for the real estate sector.



## Functionalities and advantages

Digital archiving with DigiDocFlow is just as easy as making a copy. With one press of a button a MFP creates a digital copy which is stored anywhere, for example into your Windows folder structure, Microsoft SharePoint or business applications.



**Intelligent filing:** DigiDocFlow can store documents directly in the correct folder if it already exists. Otherwise, folder & file names are created automatically based on date, time, etc.



**Multiple output formats:** Convert scanned documents into text searchable file formats, like Word, Excel, RTF, PDF and PDF/A files. Convert documents into PDF/A files to digitally archive documents and ensure the preservation of the contents. Or use the Word

or Excel output to create an editable file, which can be edited directly after scanning, in any editing application, like Microsoft Word.

## Example business scenario

### Archive and store real property documents

#### Current workflow

Employees must archive and store all real property documents. Documents are stored in filing cabinets using valuable space. Employees must invest a lot of time in filing all documents and searching through filing cabinets to retrieve the required property documents again. This is a time consuming and inefficient process.

When multiple documents need to be stored as one complete file, all documents are combined manually and then scanned to a single PDF file, which is stored digitally.

#### Workflow with DigiDocFlow

Employees scan all real estate property documents, and with DigiDocFlow all scanned documents can be converted to secure searchable PDF files. DigiDocFlow can store the documents directly into the right location in any digital archive: in a Windows network folder or in a specific application, like Microsoft SharePoint. Documents can be retrieved instantly via a simple text based search.

With DigiDocFlow it is possible to easily combine different documents into a single PDF file, which can be saved digitally as one complete file.

## Contact

### Nuance Communications, Inc.

Worldwide Headquarters  
1 Wayside Road  
Burlington, MA 01803  
United States  
E info@digidocflow.com

### Nuance Communications

**International**  
Guldensporenpark 32  
9820 Merelbeke  
Belgium  
E info@digidocflow.com

For more information please contact your local representative, Nuance Communications or check [www.digidocflow.com](http://www.digidocflow.com).