

# BETTER AGILE WORKING IS IN REACH

How to empower your employees to  
work effectively from any location.



**Canon**



# KEEP BUILDING

The benefits of flexible schedules, home and mobile working, hot desking and daily meetings across international boundaries are clear.

With people working from a mixture of locations, the idea that the office is a place where our professional lives unfold has long gone. And although it is impossible to predict what the workspace of the future will look like, now seems to be the perfect time to enable a more agile workforce.

Of course, managing a remote workforce is not without its own challenges. Technology. Collaboration. Productivity. Security. Cost. Equipping your teams to work effectively from any location can at times feel like an impossible challenge. In this short guide, we'll look at some of the key challenges that many businesses are facing – and we'll explore some of the ways you can overcome them – to future-proof your business and reach an even better state of agile working.





# ACCESS FROM ANYWHERE



With different people in different places, it's more important than ever that they have secure access to information, anywhere.

**Here are some of the barriers that could prevent your workforce from accessing the information they need:**

- If your teams have several ways of storing and managing documents, knowing where they are when they're needed isn't always straightforward.
- A VPN connection allows remote workers to access your office's network. But the management of this infrastructure can become a burden on your IT department, as well as slow down your workforce.
- Without the ability to digitise all paper-based documents, quick access to things like physical mail and faxes, contracts and invoices for remote employees can create a hard-stop on their day.
- With people accessing company documents from many different places, confidential and sensitive information could easily end up in the wrong hands.

## **Our solutions put access from anywhere in reach...**

A cloud-based infrastructure can give users secure access to documents from anywhere. Add searchable metadata to documents to ensure accurate archival and retrieve information quickly. Better still, user authentication will help keep unauthorised eyes off your work.



# WORKING WITH DOCUMENTS



How and where we work is changing. Yet, the need to work with documents – whether in physical or digital format – will most likely never go away. But doing this remotely without the right technology can be a challenge.

**Here are some of the barriers that could prevent your workforce from executing common document tasks:**

- Signing documents is something that every business has to do. Doing this remotely, without the right technology, can lose your business contracts, delay payments and, in some sectors, breach legal requirements.
- The need to create, convert, edit, collaborate, share and secure digital documents has never been stronger. But without the right tools in place performing these tasks can be incredibly difficult.
- Capturing information – for timesheets or surveys – on paper forms or templates can be time consuming, subject to human error and cumbersome for a mobile workforce.
- With the boundaries between home, remote and mobile working blurring, information infrastructures have changed. Without adequate protection, confidential paperwork could end up in the wrong hands.

## **Our solutions put enhanced working with documents in reach**

With the right print and digital solutions your employees will be able to interact with documents and information in a variety of ways. PDF software enables digital file editing, form filling and the addition of digital signatures. And take additional security precautions by redacting sensitive information or adding password encryption before documents are archived or shared.



# WORKING TOGETHER

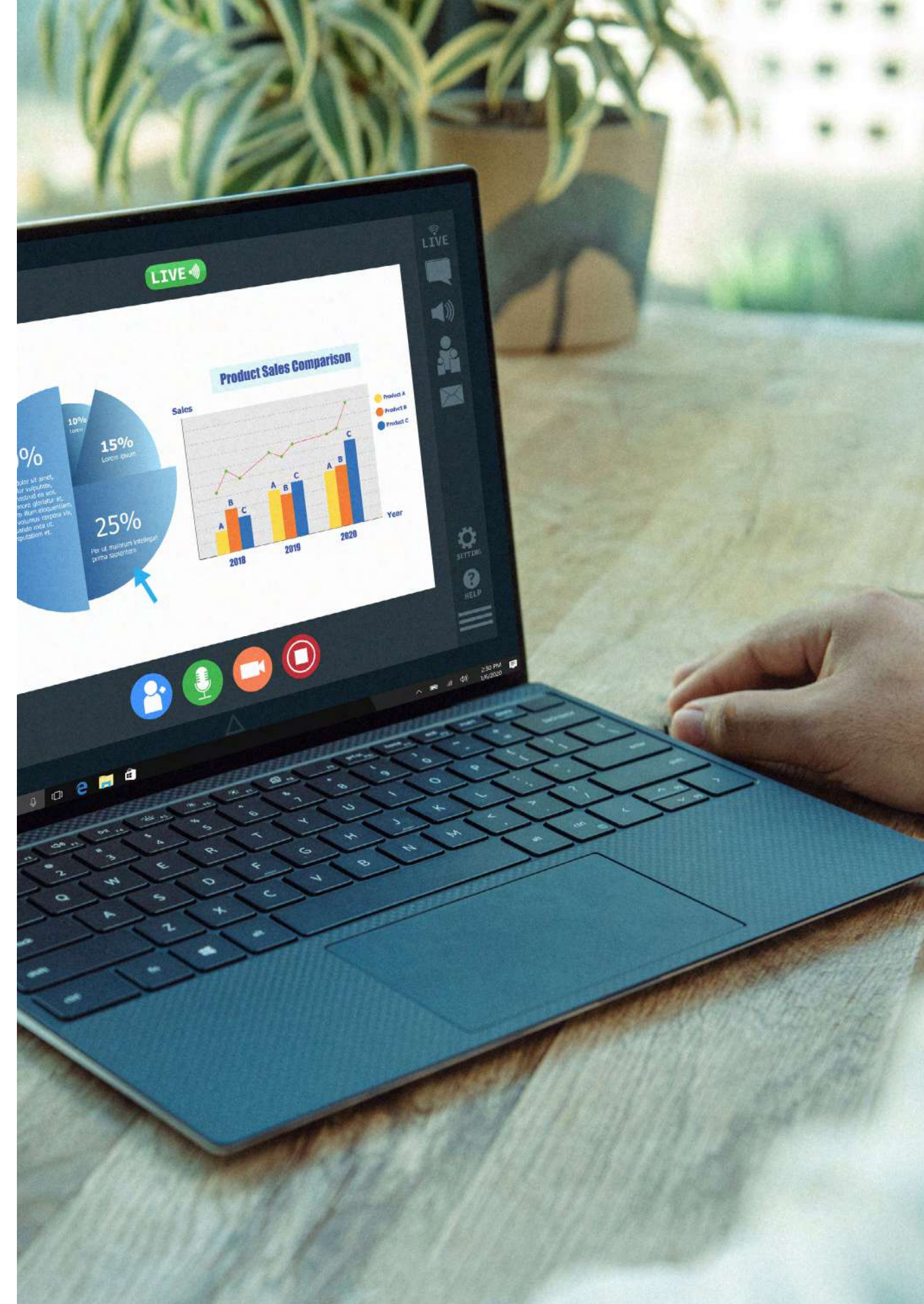
Of course, access to information isn't where it ends. Your people need to be able to share it with their colleagues and respond and react in an instant – the same way they would if they were in the same place.

**Here are some of the barriers that could prevent your workforce from collaborating effectively:**

- Regardless of their location, employees still need to collaborate on common tasks like reviewing, approving or signing off documents. This felt easier with everyone in the same place.
- Some departments are still required to keep hard copies of important documents for auditing or regulatory purposes. Distributing these files to progress workflows is challenging with a dispersed workforce.
- Valuable data needs to be able to move between the people who need it. Without falling into the hands of those who wish to steal it.
- Editing and updating documents can get complicated if lots of people are working on the same document simultaneously. This can result in the loss of valuable information and time.

## **Our solutions put working together in reach...**

Take advantage of agile solutions that can support your workforce when they collaborate. Allow multiple users to work on the same file with confidence. Make it easy for employees to stay consistent and keep productive.





# FULL VISIBILITY



Productivity, flexibility, continuity, work life balance: introducing agile working to your business has many benefits. But if your overarching IT infrastructure doesn't give you visibility and control, you may be introducing unnecessary risks to your business or a drain on your IT resources.

**Here are some of the barriers that could be a risk to your IT department:**

- Managing and monitoring large print fleets can become a burden on your IT team, especially with more business printing being done at home.
- With your IT team having to cover more locations, they have a reduced visibility of your infrastructure and whatever else is connected to it. This can make solving IT issues complicated and time-consuming.
- With less access, visibility and control, technology implementation and support processes can be difficult with a remote workforce. This can result in IT teams spending more time than before supporting employees working across different locations.
- Your organisation needs to know the information it possesses and who it has been shared with. 'Not knowing' who is holding or distributing documents leaves your business open to breaching legislation and fines.

**Our solutions put full visibility in reach...**

Make IT investments with people in mind. The best technology comes with admin portals and remote diagnostics tools for full visibility of things like updates, errors and consumable usage.

# READY FOR THE FUTURE?

You can't plan for the future, but you can prepare.

Rather than focussing on what you think might happen, you're better off channelling your energy into becoming more flexible and agile. That way, if you have to react, at least you can react quickly.

Because your employees' expectations of the working week have changed. Whether through more flexible schedules or reduced working hours, you'll be expected to cater to them to stay competitive. Selecting the best possible technology. Ensuring seamless collaboration and optimum productivity without compromising security. And doing all this while keeping costs to a minimum. Equipping your teams to work effectively can seem like an impossible challenge.

But not when you're working with a partner who can help you champion agile working through:



**Access from  
anywhere**



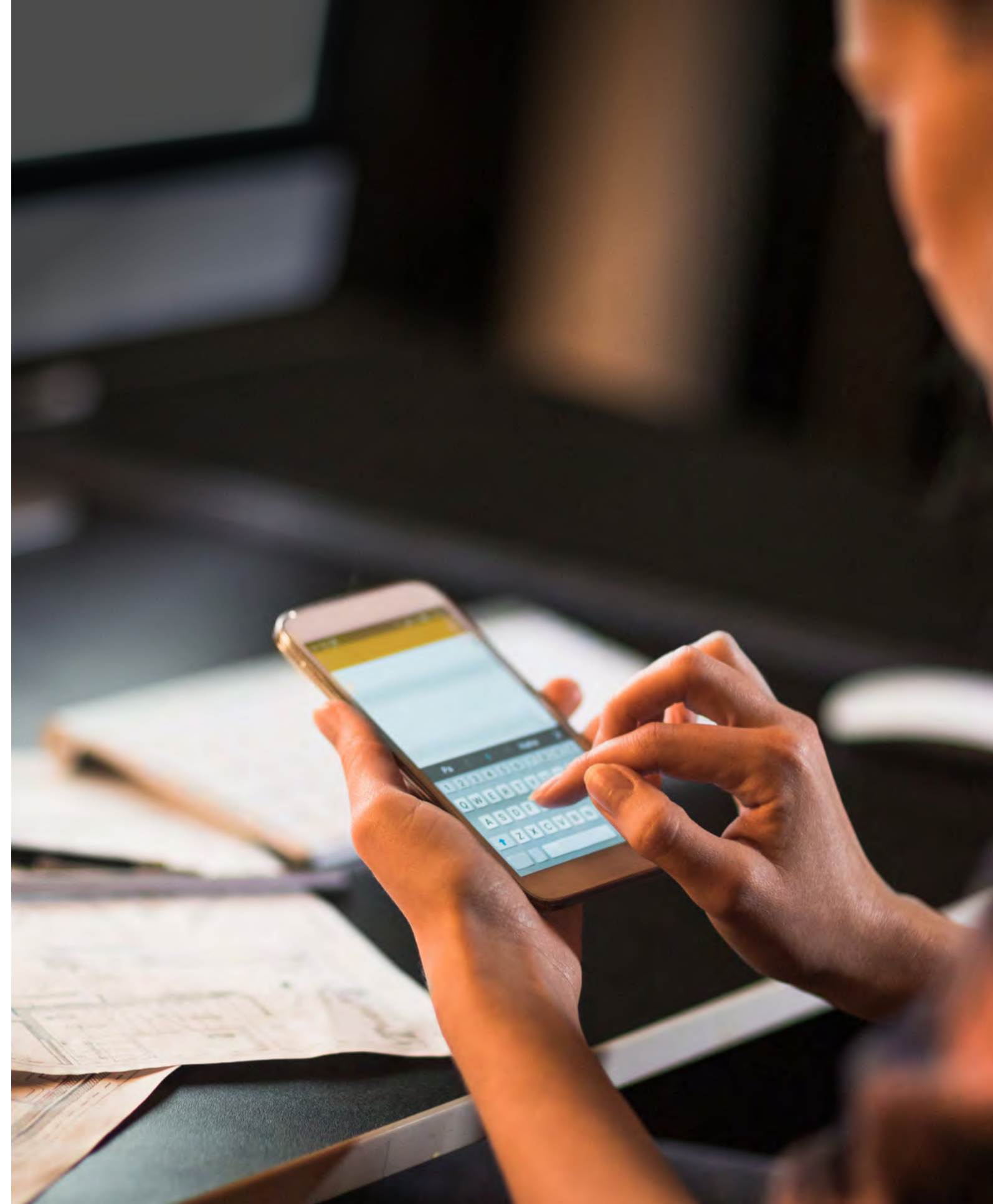
**Working with  
documents**



**Working  
together**



**Full  
visibility**





# PARTNER WITH AN AUTHORISED **CANON PARTNER**

Every business has been through similar things. But when it comes to picking a technology partner for your future, shared experiences aren't necessarily enough. You need a partner with solutions and services for truly agile working.

## SOS Systems

has the experience to guide you through your agile working objectives. And, we work collaboratively with you to find the best way forward - on-premises or in the cloud. With Canon solutions, your teams can access, work with, collaborate on and share information together; while your IT department can enjoy a complete view of your digital estate, its security and where it can go next.

**To learn more, get in touch  
with a member of the team.**

[www.sossystems.co.uk](http://www.sossystems.co.uk)

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