



digitising the UAE one page at a time

Corporate Fact Sheet

Managing
Document Centric Business
Processes



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About Us

In recent years, digitisation, the mass adoption of connected digital services by consumers, enterprises, and governments, has emerged as a major driver and enabler of socioeconomic benefits within the GCC and across the globe.

To understand the marked differences in impact that digitisation has in terms of productivity, we need to understand how digitisation affects the functioning of any enterprise. A typical company's functions can be broken down into four areas:

- **Business:** Digitisation is fundamentally reshaping business models. It is lowering barriers to entry and expanding market reach for enterprises.
- **Go-to-market:** Digitisation is changing how companies build brands and products, communicate, and provide services to their customers. Companies are increasingly relying on electronic and social media to build brands. More and more, subscribers are forming their purchase opinions online.
- **Production:** Digitisation is also changing the way companies manage their production assets.
- **Operations:** Finally, digitisation has had the greatest impact on the way companies organize and operate to generate competitive advantage. Digitisation has created more global entities, seamlessly in touch across continents, and has redefined the concept of office space.



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Founded in 2009, Xeratek has evolved in to becoming the leading provider of technology and solutions for the automation and management of business centric processes. Xeratek today serves over 500 customers in the U.A.E. alone. Today, Xeratek is Xerox Emirates' largest and most successful Business Partner for Xerox Office and Printing Equipment, the leading provider of Enterprise Capture and Enterprise Content Management Solutions as well as a reputable name in the outsourcing landscape for content digitization and managed services.

With offices both in Abu Dhabi and Dubai, Xeratek focusses solely on delivering the highest standards of quality and business process improvement.

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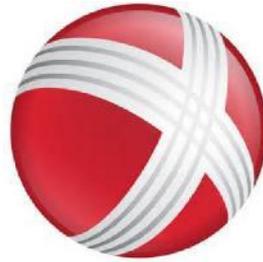
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Xerox Business Partner

Xeratek offers the full range of Xerox solutions to fit any business requirement: Products that copy, print, scan and fax; stand-alone copiers or networked



multifunction devices; full colour or black and white, along with the full portfolio of Xerox genuine supplies and consumables created to maintain the most efficient performance of your Xerox equipment, including toner and developer supplies; fax, copier, and laser printer cartridges; coated and uncoated paper stocks (designed for today's high-resolution digital publishing), as well as specialty papers and carbonless paper.

By using our expertise in office efficiency along with the range of Xerox tools and methods we are able to deliver process efficiency alongside real cost reductions for document production of more than 20%.

Xeratek Managed Print Services helps you regain control of processes and reduce the costs of your office document printing by

up to 20%. By using proven tools and Lean Six Sigma methodologies developed by Xerox during the past decade, Xeratek will accurately assess your current state, provide you with the true current baseline spend for document output, design the future state model for optimized document output, and manage the transformation to provide you with the following benefits:-

From small / medium businesses to multinational corporations, Managed Print Services from Xeratek can help you achieve your goals, reduce costs, improve document production workflows and meet environmental and sustainability challenges.

Xeratek are the EXPERTS when it comes to print. We can be your partner for the complete portfolio of printing solutions; from Business Cards to Corporate Brochures, Posters, Point of Sale Materials, Personalized Marketing collaterals, Roll-ups, and Window Graphics.





Kofax Enterprise Capture

Kofax Capture accelerates business processes by collecting documents and forms, transforming them into accurate, retrievable information, and delivering it all into your business applications and databases. Whether your information is on paper or in electronic files, whether it is parked at a central office or scattered on desktops and remote offices throughout the world, Kofax Capture can help you capture it all quickly and accurately.



Kofax Capture also offers unmatched compatibility with scanners and other capture devices, plus content and document management systems, workflow applications and databases. No matter what hardware or enterprise applications you choose now or in the future, you can count on Kofax Capture to ensure consistent capture, indexing and validation of your important information.

Kofax Transformation Modules™ (KTM) is an integrated platform of applications that streamline the transformation of different document types into structured electronic information, ready for delivery into business systems and processes.



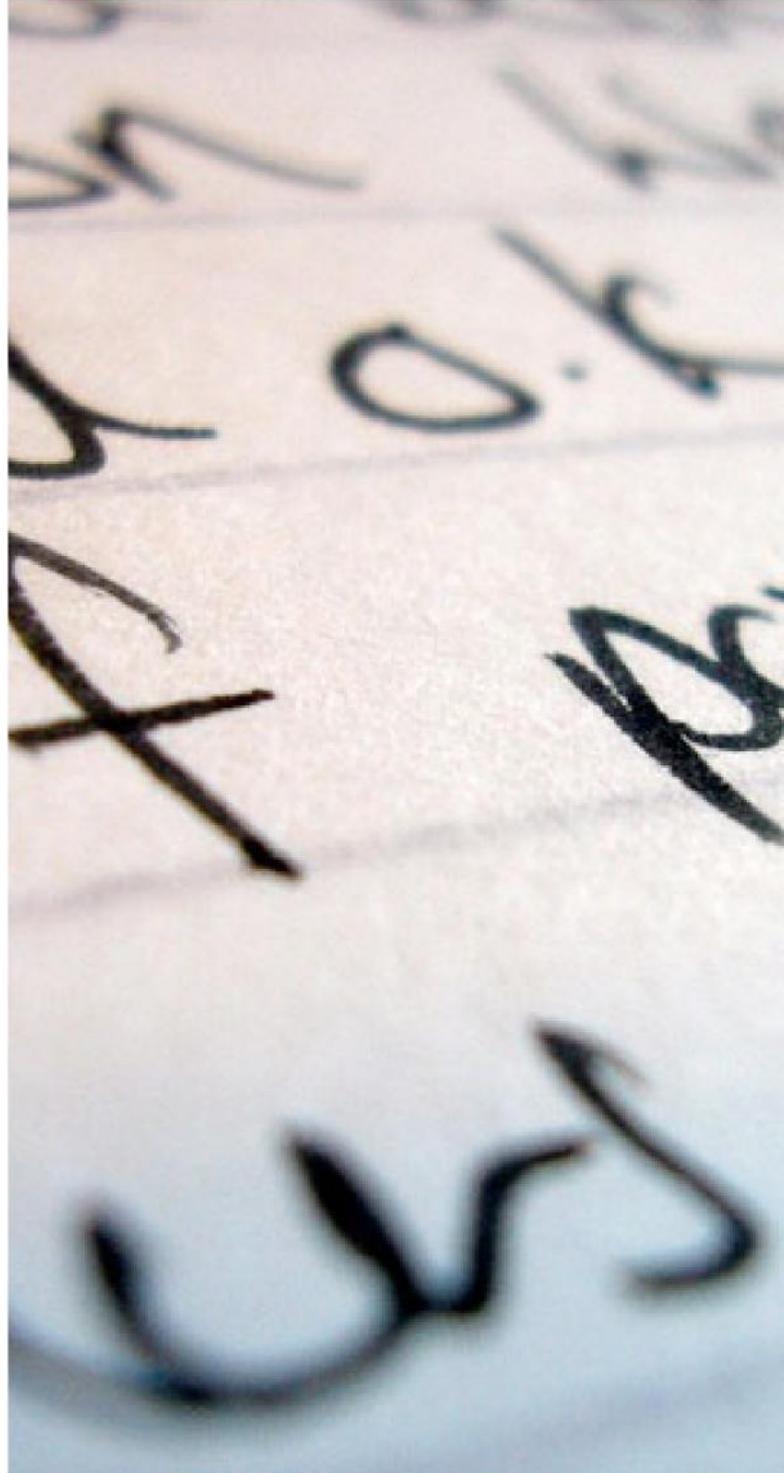
It replaces manual, error-prone and expensive document sorting, filing and data entry processes with assisted and automated document classification, separation and data extraction, significantly reducing labor costs, improving productivity and information quality, and accelerating throughput of data collection in support of business decisions and related processes.

KTM can be configured and trained to serve as a Touchless Processing solution. In this configuration, the system eliminates the time and human effort required to understand the intent of large volumes of similar documents and the related information on those documents. Once documents are accurately classified, data is extracted and the system automatically routes them to the appropriate systems and staff within the organization.



The Kofax Mobile Capture™ Platform enables organizations to integrate powerful, interactive capture and process management capabilities into their mobile apps, which streamlines information-intensive interactions and extends self-service capabilities to customers. It turns smartphones into information capture devices, with more dynamic apps that “meet customers where they are”—when they want to be engaged and on their preferred channel. With the Kofax Mobile Capture Platform, organizations can improve customer service and accelerate transactions, all while driving greater revenue.

Patented information capture and image processing technology running on the device automatically extracts and validates information from photos and videos taken from a smartphone or tablet, eliminating the need for users to manually enter information. The proven, open platform can support virtually any capture application. This significantly improves an organization’s ability to deliver a wide spectrum of powerful, interactive mobile capture apps—with better data and at lower costs—for improved customer engagement and a competitive advantage.





SharePoint Enterprise Content Management

Enterprise Content Management (ECM) has become a key business priority for most organizations. The amount of business information created and shared is increasing in size and speed every day, government compliance requirements are becoming more stringent, and key business tasks require accurate and fast access to records, documents, and other information. Without content management, information becomes chaos – unmanaged, not searchable, and processes rely more on employee institutional memory than technology. Additionally, users waste time looking for or recreating documents and information, and businesses may pay penalties for documents and information that are accidentally lost or released publicly.

for a small set of users (working with a team, department, or content type) and focus on security and compliance over usability and collaboration. management controls the life cycle of documents in your organization — how they are created, reviewed, and published, and how they are ultimately disposed of or retained. Although the term "management" implies that information is controlled from the top of the organization, an effective document management system should reflect the culture of the organization that uses it. The tools that you use for document management should be flexible enough to enable you to tightly control a document's life cycle, if that fits your enterprise's culture and goals, but also to let you implement a more loosely structured system, if that better suits your enterprise.

SharePoint Server provides the core ECM capabilities required by most businesses with a standard platform at a reasonable cost, integrating these tools as well as offering add-on deeper or supplemental partner solutions. As a platform, SharePoint Server is more easily deployed to a broad set of users and integrated in current standard work and collaboration processes.

SharePoint Server provides a platform solution by bringing together the most prominent core workloads, and reducing the requirement for organizations to buy individual point solutions and expensively integrating diverse repositories.



Most business executives recognize the need for a robust ECM solution, but most traditional ECM offerings only provide comprehensive, mission-critical content management designed



Our Services

Backlog Scan Conversion Services

If you have a backlog of paper records that are costly to store and manage, we can help you establish a fast, efficient process and perform bulk conversion of those records to electronic form. Back file conversion reduces or eliminates on-site physical records storage and makes records easier to search, access, and distribute.

While many types of records are initially created on paper, companies often want to quickly convert them to electronic form to support electronic workflow processes. Xeratek can help you establish a conversion process that integrates smoothly with your existing business processes. In addition to document scanning services, we also offer data entry services whereby our team of experts will scan your documents, perform the required data entry off of the images, and deliver to you both the images and the keyed data.

All of our backlog conversion projects include consulting; project management; dedicated onsite supervisors; all of the required manpower; indexing and quality control services; document retrieval and delivery services; PC workstations; scanners; and printers for the backlog conversion reports and batch cover sheets.

Xeratek Professional Services

Xeratek Professional Services Group (XPSG) is composed of experts in the implementation and customization of all Kofax and Microsoft SharePoint products.

XPSG are very proud of the work completed for dozens of clients around the GCC. XPSG consultants can quickly accomplish their objectives and ensure installations are smooth and risk-free.

Each of the XPSG consultants has years of global experience in the imaging and content management industry and is continuously certified to be an expert in the relevant software.

Additionally, XPSG has its own quality assurance and works according to ITIL standards and best practices.

In addition to their expertise with enterprise capture technologies, our consultants have extensive knowledge in other areas including document management systems, workflow, scanners and other electronic input devices (fax and multi-function peripherals), networks, storage devices, and the tools to produce the best results.



Records Management

Management and maintenance of physical records is inevitable in any organization. Depending on your organization needs, you may need to maintain printed or signed documents in their physical form.

Implementing an effective archiving system can be technically difficult and has its implications on cost. The faster your organization grows; record management, storage and its security risks become a greater challenge.

Xeratek in partnership with Glenbeigh Records Management provides the most reliable and secure compliance-grade record management process in the industry, making us the preferred choice for organizations in the UAE.

We understand how valuable and sensitive your physical records are. We take no chances. Xeratek provides round-the-clock security, motion detectors and advanced access controls to ensure the highest level of security for your records. Our systems also ensure that your physical records are fully protected in the event of natural or accidental disasters.

Though our world-class facility is equipped with state of the art security and safety systems, partnering with us to manage your physical records is simple. Our agents work with you at every step ensuring a free flowing process so that you don't lose out on your valuable time.

All your records are indexed and updated in secure systems. Once a request for a record from an authorized personal is validated, our proactive process helps us retrieve and securely deliver a carton, file or document in a timely manner.

Physical records are stored and managed through our digital authorization and management process. Our advanced bar-coding and password authentication systems ensure that only authorized personal can view and manage your records.

When a physical document reaches the end of its life-cycle or becomes obsolete, Xeratek alerts you and assists you in securely destroying it.



Infrastructure Services

Today's business environment makes it imperative that the dynamic infrastructure requirements align with your business needs. Xeratek IT Infrastructure Services (XIS) deliver end-to-end, effective and reliable solutions that can transform your business operations.

With "optimal shoring," we help you enhance business performance, improve margins, align technology with business priorities, reduce costs, improve service speed and flexibility, and achieve long-term success.

Our complete spectrum of infrastructure outsourcing services help you build and manage a highly available, reliable IT infrastructure that is capable of meeting the dynamic needs of your businesses in a multi-sourcing scenario. Our offerings are based on the assess, build, manage and transform framework.

With the onset of big data, mobility and cloud, the needs of IT are changing. Meeting the challenge requires innovative ways to respond to business needs, greater flexibility, faster technology innovation, and providing greater business value.

Our consulting and managed services deliver the resources and capabilities required to assess, design, build and manage an agile, flexible IT environment.

