

The Olivetti OliTouch E-filing made easy



Plus...

A Badge of Trust

Why Olivetti is
'Best For Colour'



Star Performers

Olivetti turbo charges
its MFD range



E-filing for all

If you want to transform business processes, reduce paper use and speed up retrieval times, but don't want the disruption, cost and complexity of document management solutions designed for larger businesses, then the Olitouch is just what you have been waiting for.

Hot on the heels of its Olibook and Olipad, Olivetti is bringing a new 'Oli' to the market that draws on the Italian giant's impressive heritage in electronic document management and cloud-based storage.

The Olitouch is a brand new entry-level electronic document management system that gives you all you need to implement paperless processes without radically changing the way you work.

It consists of an all-in-one touchscreen computer; Olitouch 2.0 document management software; and integration with Olivetti Document Hub (HDO) cloud-based storage and document services.

For ease of implementation, there are no user licences to administer. Instead, everything is paid for with a single fee covering the Olitouch system; storage space for unlimited documents, if storing locally; and an unlimited number of users, so everyone in your business can enjoy more efficient filing and retrieval.

Electronic filing cabinet

At its simplest, the Olitouch works as an electronic filing cabinet for the storage of documents captured on a document scanner or MFP. Files can be stored on the Olitouch itself or in a secure cloud-based datacentre managed by Telecom Italia, Olivetti's parent company and one of the world's largest communication companies.

Cloud storage removes the need to make any investment in servers or storage and gives you the reassurance that your important documents are backed-up and protected at all times with class-leading security.

For ease of use and to ensure that all scans are indexed properly and quickly, Olitouch recognises certain index fields, such as a date or invoice number, and inserts them automatically. The user can quickly fill in any blanks by touching the screen and entering the appropriate data.

File retrieval is just as easy. Authorised users can search for and find documents from any notebook or PC on a local area network (LAN) – or via a web browser if using the cloud storage option, with a standard 10,000 document capacity.

Used in this way, the Olitouch can enable a small business or department to:

- save space taken up by hard copy filing cabinets;
- reduce paper consumption, as files can be shared and distributed electronically;
- remove the errors and losses associated with paper-based workflows and filing systems;
- streamline business processes; and
- speed up document retrieval.

...search for and find documents from any notebook or PC...



Electronic workflows

On their own, Olitouch's document management features will meet most customers' needs. Larger organisations or SMEs with sophisticated requirements can take things to the next level by implementing flexible, scalable, hosted document services delivered through the Olivetti Document Hub.

In addition to cloud storage, HDO services include business process management and automation that lets you design and configure customised workflows and approvals processes; multichannel distribution of documents via a combination of post, email, SMS or fax; inbound and outbound electronic invoicing and storage; and the electronic distribution of legally binding documents with electronic signatures.

Electronic document management is an increasingly attractive alternative to costly and inefficient paper-based processes. With the launch of the Olitouch, all businesses regardless of their technical expertise can enjoy more efficient, sustainable working practices.

