

**TOSHIBA**

Review documents

Classify content

Upload to server

Documents processed

Data extracted

Synced to cloud

# Paperwork without the work. ✨

Manage documents a smarter way — automated and AI-powered — designed to keep work moving with less effort and follow-up.

Manually processing documents slows teams down—lost files, delayed approvals, and endless data entry steal focus from collaboration, shared decisions, and forward momentum that only people can drive.

Toshiba Elevate Sky® Workflow uses AI-powered automation to capture, process, and route documents instantly—so work flows, not piles up. Let automation handle the grind, let people handle the growth.

Your paperwork isn't going anywhere—but you don't have to be the one managing it.



# Hard work is for people. Busywork is for an automated workflow.

## The Struggle is Real

- Manual processes slow you down.
- Repetitive tasks drain resources.
- Compliance risks can't be ignored.

Toshiba Elevate Sky® Workflow transforms how documents move through your business—automatically capturing, processing, and routing information. No complex coding. No manual headaches. Just faster workflows and better results.

## Key Benefits

- ✓ **Automate repetitive tasks**  
Free your team to focus on high-value work and shared outcomes.
- ✓ **Accelerate processes**  
Move documents and tasks between people with less friction.
- ✓ **Reduce costly errors**  
Built-in checks ensure accuracy, compliance, and transparency.
- ✓ **Personalize workflows**  
Tailor processes to how work actually gets done across teams.
- ✓ **Integrate seamlessly**  
Connect with 2,000+ business applications.
- ✓ **Encrypt from end-to-end**  
Keep sensitive information secure every step of the way.

## From manual mess to automated success.

Scan or upload from most devices or Toshiba MFPs—Toshiba's Elevate Sky® Workflow uses AI-powered automation to extract, organize, and deliver your documents instantly.

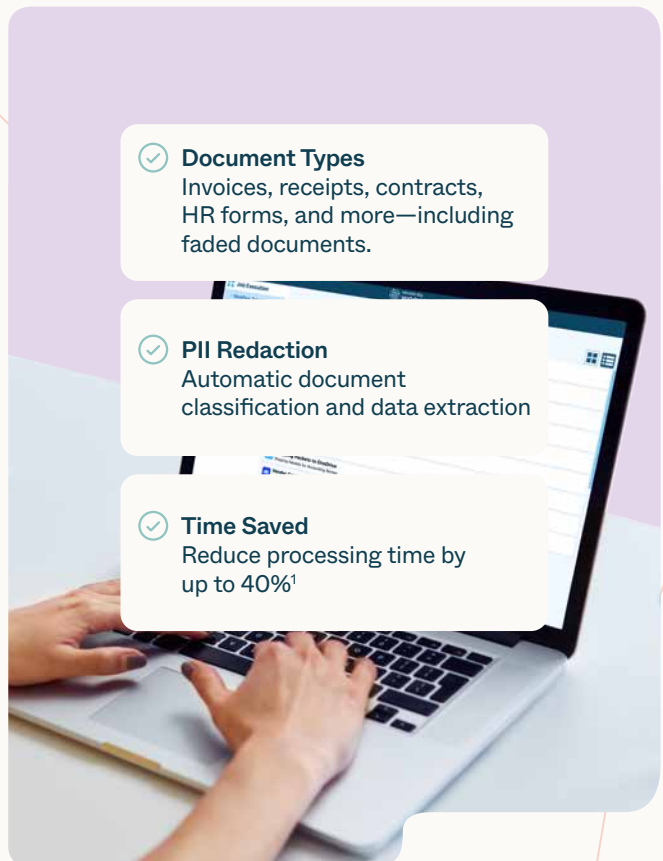
### AI built for you.

It doesn't just automate processing—it adapts to your business. Our team partners with you to design, configure, and support tailored solutions so your workflows align with your unique needs and technology.

✓ **Document Types**  
Invoices, receipts, contracts, HR forms, and more—including faded documents.

✓ **PII Redaction**  
Automatic document classification and data extraction


✓ **Time Saved**  
Reduce processing time by up to 40%<sup>1</sup>



# From to-dos to ta-da!

## Capture

Import documents from Toshiba MFPs, desktops, iOS®, Android®, or other mobile devices—wherever work happens.

 Upload from device

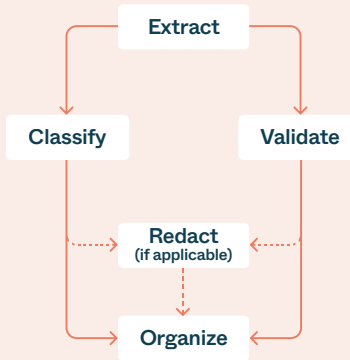
 Scan new document

 Import file

 Upload from mobile

## Process

Pull key details and organize complex documents with smart tools like Zone OCR and semi-structured classification.



## Route

Deliver files directly to 2,000+ applications<sup>2</sup>—seamlessly and without IT headaches.

 Drive

 Dropbox

 Excel

 QuickBooks

 + 1000s more

## Real-World Impact

✦ **Faster turnaround times and improved customer responsiveness.**

✦ **Higher productivity and fewer manual tasks across departments.**

✦ **Happier teams focusing on meaningful, high-value work.**

## Real-Life Wins

### Work from anywhere

Scan a shipping invoice at the MFP, scanner, or mobile device → Automatically extract data → Route to the cloud or logistics management system

### Process automatically

Set up triggers to watch folders → Extract key details from expense reports and invoices → Send to finance apps like QuickBooks® or other accounting platforms

### Go paperless, stay organized

Digitize student records, permission slips, or enrollment forms → Find them instantly in the cloud → Easily share files through SharePoint®, Google Drive™, or student information systems



### Designed to Be Easy to Use

Get up and running quickly with no complex coding, on-site software, or IT dependency



### Flexible & Compatible

Seamlessly integrates with your existing devices, systems, and workflows



### Fast, Accurate, & Secure

AI-driven precision ensures reliable data extraction—even from faded documents—while maintaining enterprise-grade security



### Cloud-Based & Scalable

No on-prem software or servers—just one license to extend across your entire fleet, effortlessly scaling to any location



### Built for Maximum Value

Affordable enterprise-level solutions with expert support for custom needs in a fraction of the time

# Put people in motion with automated workflows.

UserConnect

Available as an add-on module, Elevate Sky® Workflow UserConnect brings people into the workflow—connecting approvals, decisions, and handoffs. Capture information with AI-guided form creation, automate how work moves between people, and keep teams moving forward with fewer clicks and less follow-up.

## Feature Highlights

- ✓ Design workflows visually
- ✓ Create forms faster with AI guidance
- ✓ Automate and prioritize processes
- ✓ Assign, approve, and route tasks
- ✓ Accelerate approvals with eSignature
- ✓ Secure access with user groups
- ✓ Finalize and file with confidence



 Capture

 Approve

 Complete

 File

## Real-Life Wins

### Invoice approvals, simplified:

An employee captures an invoice in Elevate Sky® Workflow, where it's processed and routed to the appropriate business application. When the invoice exceeds \$10,000, UserConnect automatically requests approval from the right stakeholders. The invoice moves through each approver, collects required signatures, and is filed to the designated system—delivering faster decisions and a clear, auditable trail from start to finish.

### Ready to connect your team's workflows?

Ask your Toshiba representative about adding UserConnect to Elevate Sky® Workflow.

Note: UserConnect is not included with the Elevate Sky Workflow base model and requires a separate license

Let Elevate Sky® Workflow take it from here—  
You've got good work to do.

Visit [business.toshiba.com](https://business.toshiba.com) or contact your  
Toshiba representative to get started today.

[Get started](#)

<sup>1</sup>Source: Internal Toshiba ROI calculator using industry averages; actual results may vary.  
<sup>2</sup>Connections to 3rd party iPaaS platforms such as Zapier or Make.com are supported but may require separate licensing outside of your Elevate Sky® Workflow subscription.