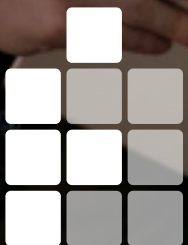


TOSHIBA

Product Brochure

AIDA

Artificial Intelligence for Document Automation



AIDA

Automation That Drives Agility and Efficiency

AIDA is an AI-powered automation platform that helps organisations transform incoming documents, emails and data into accurate business actions. By combining intelligent document processing with AI agents, AIDA enables teams to automate complex workflows, reduce manual effort, improve decision-making and unlock new levels of operational efficiency.

End-to-End Intelligent Document Processing

AIDA is an intelligent AI platform that helps organisations transform the way they capture, manage and process business information, with a strong focus on automating document-driven workflows.

It enables businesses to handle large volumes of documents — including invoices, forms, delivery notes, contracts, orders, patient files and correspondence — quickly, accurately and consistently; reducing manual effort, processing delays and the risk of human error.

Using advanced AI technologies, including document recognition, data extraction, machine learning and generative AI, AIDA can interpret both structured and unstructured information and turn it into usable, actionable business data.



Key Benefits of AIDA

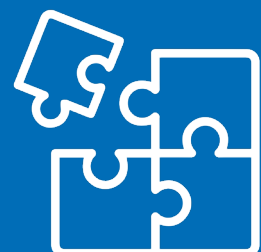
- ✓ **Automate document-driven processes** - AIDA helps organisations move beyond manual document handling by automating the capture, classification, extraction, validation and routing of business-critical information. This reduces repetitive work, speeds up processing and allows teams to focus on higher-value tasks.
- ✓ **Improve accuracy and reduce operational risk** - By using AI to understand structured and unstructured documents, AIDA helps to reduce manual data entry, minimise errors and identify exceptions before they become costly problems. This is especially valuable in finance, logistics, healthcare, legal and back-office processes.
- ✓ **Turn documents into actionable business data** - AIDA does more than store or extract information. It transforms documents, emails and related data into usable insights that can support decisions, trigger actions and improve visibility across the organisation.
- ✓ **Integrate seamlessly with existing systems** - AIDA can connect with existing ERP, CRM, finance, document management and business applications. It can also be accessed from Toshiba's MFPs, allowing users to start automating workflows directly from the point of capture.
- ✓ **Complete workflows with agentic AI** - With its AI agent capabilities, AIDA can support decisions, apply business rules, generate summaries on communications, identify missing information and trigger follow-up actions, helping organisations to automate entire processes from end-to-end.

Working with Toshiba, organisations can move beyond simple scanning or archiving. Harnessing the power of AIDA, we help you create smarter workflows where documents are classified, understood, validated and routed automatically.

Working in Harmony with your Systems

AIDA integrates seamlessly with existing business systems, including ERP, CRM, finance and document management platforms. It can also be accessed directly from Toshiba's MFPs, enabling users to initiate automated workflows at the touch of a button.

Faster operations. Greater accuracy. Improved visibility.



Smarter Workflows Start with Reliable Data Input

Businesses need to know that the data going into their systems has been accurately captured, to avoid errors and re-work further down the document process. Manual input is time-consuming and error-prone, but AIDA's advanced data extraction capabilities ensure that every process starts with reliable, accessible, easily searchable documents — automatically.

Data Extraction: Capture, Structure and Validate

AIDA simplifies document processing by intelligently extracting information from virtually any document or email, without the need for complex configuration or lengthy AI training. It transforms unstructured content into accurate, structured data, helping organisations reduce manual processing, improve data quality and make information instantly more accessible.

Highlights:

- ✓ **One-click learning that scales instantly** - train new data fields from a single example, with no model training required
- ✓ **Works across all key business documents** - including invoices, contracts, forms, emails and scanned files
- ✓ **Captures structured and unstructured content with ICR (Intelligent Character Recognition)** - from tables, free text, handwritten notes and embedded data like barcodes and QR codes
- ✓ **Automatically organises information** - classifying, naming and filing documents into structured, searchable archives
- ✓ **Built-in data intelligence** - validating outputs, running lookups and detecting anomalies to improve accuracy and consistency

By combining intelligent extraction with automated validation and organisation, businesses can leverage trusted data that can be seamlessly integrated into wider business processes - making them faster and more reliable.

The screenshot displays the 'Properties' panel in AIDA, which organizes extracted data into two sections: 'Main Data' and 'Document specifications'. The 'Main Data' section includes fields for 'Company name' (ACME INC), 'E-mail address' (info@acmesrl.com), and 'Doc. Number' (7334). The 'Document specifications' section includes 'Document Date' (07/01/2026), 'Document Number' (7334), and 'Document Total' (123.99). To the right of the panel, a preview of the original invoice is shown with yellow boxes highlighting the extracted data points: 'ACME INC', 'info@acmesrl.com', 'Doc. Number 7334', 'January 7, 2026', and 'TOT. 123,99 €'.

Document Archive: Organise, Secure and Govern

AIDA's intelligent document archive goes beyond simple storage; it gives businesses complete control over information throughout its lifecycle. Every document is securely stored, intelligently indexed and instantly searchable, making it easy to find, manage and share whenever it's needed. With seamless cloud access, flexible integrations and a complete audit trail, AIDA creates a centralised repository that supports collaboration, compliance and smarter decision-making.

Highlights:

- ✓ **Powerful search in seconds** – find documents using full-text OCR or extracted metadata, even across large archives
- ✓ **Smart relationships** – connect related documents to build context and improve knowledge sharing across your business
- ✓ **Complete lifecycle visibility** – track document history, activity and key milestones with a full audit trail
- ✓ **Secure access and sharing** – Simplify collaboration with the sharing/public link feature or with AIDA Teams, allowing you to securely share documents and request document approvals from anyone, e.g. to pay an invoice
- ✓ **Built for integration** – export data in multiple formats and connect seamlessly with your wider business systems

The result is a secure, searchable and intelligent document archive that not only protects your information but makes it easier to access, share and use—helping your teams work more efficiently, make informed decisions, and maintain complete control over business-critical documents.

From Questions to Completed Work

AIDA GPT transforms the way your business interacts with information by turning natural language into meaningful business outcomes. Built on AIDA's trusted data extraction and intelligent document archive, it delivers accurate, context-aware insights while helping teams automate repetitive, document-driven tasks.

AIDA GPT: Understand, Automate and Act

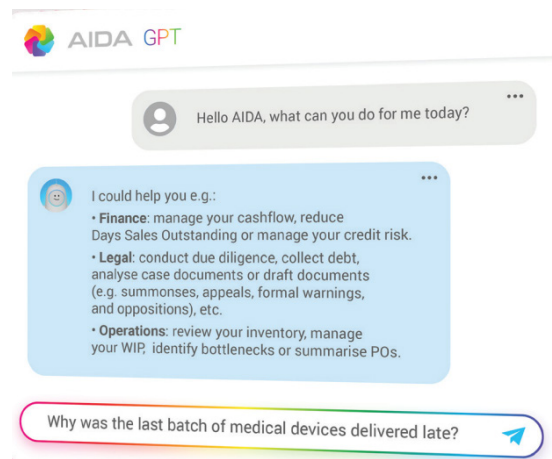
Even a simple business question rarely has a simple answer in a document-heavy operation. "Are there overdue invoices for ACME?", "Which contracts expire next quarter?". Each one becomes a sequence of filters, exports and follow-up emails before anyone can move on. AIDA GPT replies to your questions and finishes the work behind them: an agentic loop plans the steps, navigates your archive, follows the relations between documents and brings back a complete result.

AIDA GPT goes beyond simply answering questions; it understands your documents, following the relationships between them and completing the work behind each request. It's like having a virtual assistant that frees you to focus on the things that matter most.

Highlights:

- ✓ **Ask naturally** – query documents in plain language and receive accurate, context-aware responses
- ✓ **Complete work, not just conversations** – generate reports, spreadsheets, charts and drafted communications, ready for review
- ✓ **Automate routine processes** – schedule recurring tasks or trigger workflows automatically as documents move through your business
- ✓ **Powered by connected intelligence** – follow relationships across contracts, invoices, orders and other business documents for complete, contextual answers
- ✓ **Driven by AI** – specialised AI agents work together behind the scenes to deliver intelligent, business-aware results that improve over time

Think of AIDA GPT as an always-on digital colleague: one that understands your documents, completes routine work and delivers trusted answers whenever they're needed. The result is greater efficiency, improved accuracy and more time for your people to focus on higher-value work.



Remove Complexity with AI Automation

Standalone AI agents start from zero. They have to be told what your document types are, how your fields are named, what your relations look like and where exceptions tend to hide. Setting that up is a project on its own, and takes constant work to retain accuracy. Actio lets you build your own specialised AI agents, and because AIDA already knows your business, every agent inherits the platform's understanding of your documents from day one.

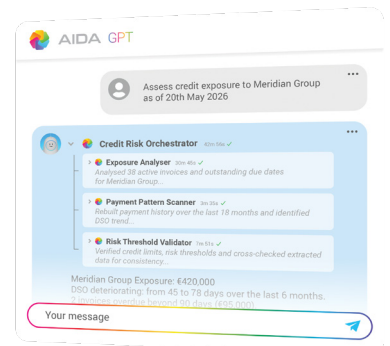
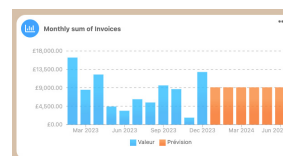
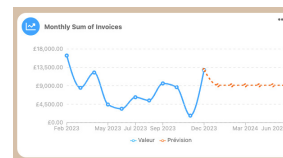
Actio: Coordinate, Automate, and Optimise

Actio is AIDA's proprietary agentic AI architecture, designed to automate complex, multi-step business processes that would typically require multiple people, systems or manual interventions. With its support for natural language together with the Actio Wizard, AIDA allows anyone to build their own specialised AI agents that can be coordinated behind the scenes. From here, Actio can analyse documents, make decisions, complete tasks and deliver finished outcomes—helping organisations streamline high-volume workflows with greater speed, consistency and accuracy.

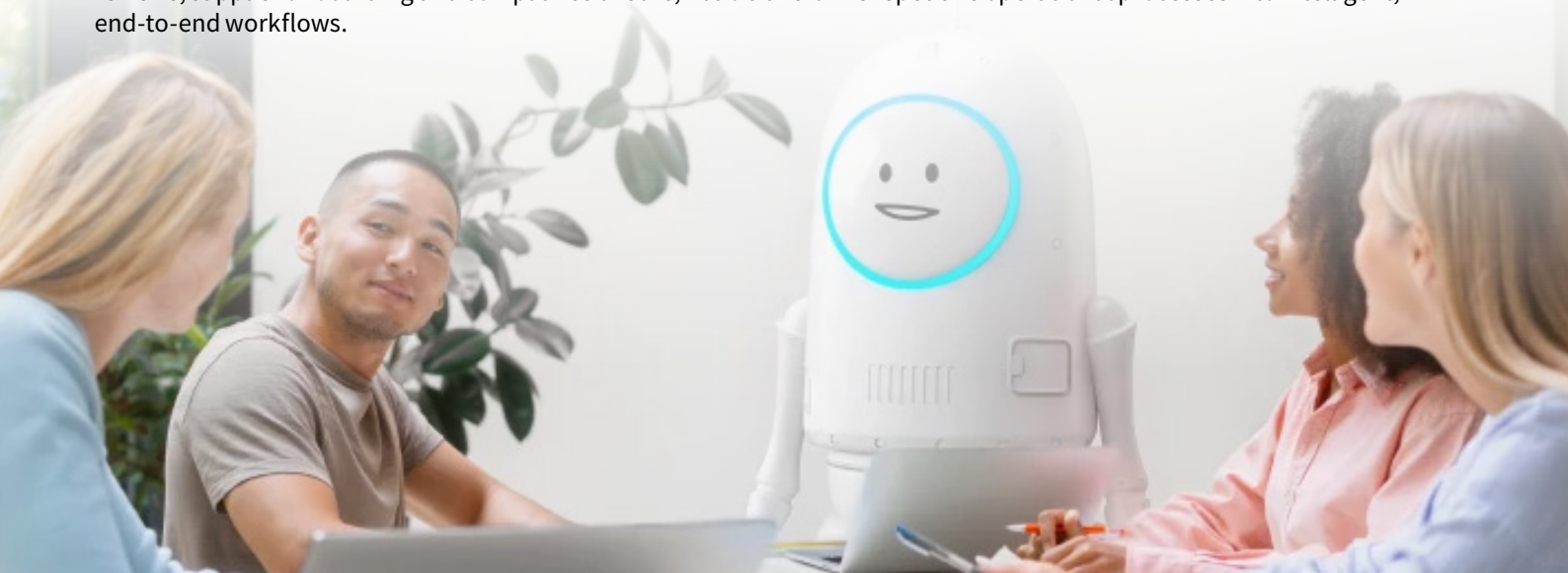
Highlights:

- ✓ **Intelligent task orchestration** – coordinates specialised AI agents to complete complex, multi-stage workflows
- ✓ **Works your way** – run processes on demand, on a schedule or automatically in response to document events
- ✓ **Built for real business processes** – automate activities across finance, legal, procurement, compliance, and much more
- ✓ **Transparent and auditable** – monitor progress, review outcomes and maintain a complete history of every automated workflow
- ✓ **Improved decision-making** – generate reports, graphs, charts, and tables for better process and document visibility
- ✓ **Scales with your organisation** – automate repetitive tasks today while building intelligent workflows for the future

Any Actio you build runs in three modes: in the chat, where your team triggers it on demand; on a schedule, where it runs autonomously at a time of your choosing; or on a document event, where it fires the moment a contract is approved, an invoice is archived or a case file is closed.



Working seamlessly alongside AIDA's extraction, archive and GPT capabilities, it enables businesses to automate more, reduce manual effort and deliver consistent results with confidence. From document analysis and financial reconciliation to contract reviews, supplier onboarding and compliance checks, Actio transforms repetitive operational processes into intelligent, end-to-end workflows.



About Toshiba Tec UK

Toshiba Tec UK Imaging Systems Ltd is part of the globally operating Toshiba Tec Corporation, active in various high-tech industrial sectors.

Toshiba Tec Corporation is a leading provider of information technology, operating across multiple industries. With headquarters in Japan and over 70 subsidiaries worldwide, Toshiba Tec Corporation helps organisations transform the way they create, record, share, manage, and display information.

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