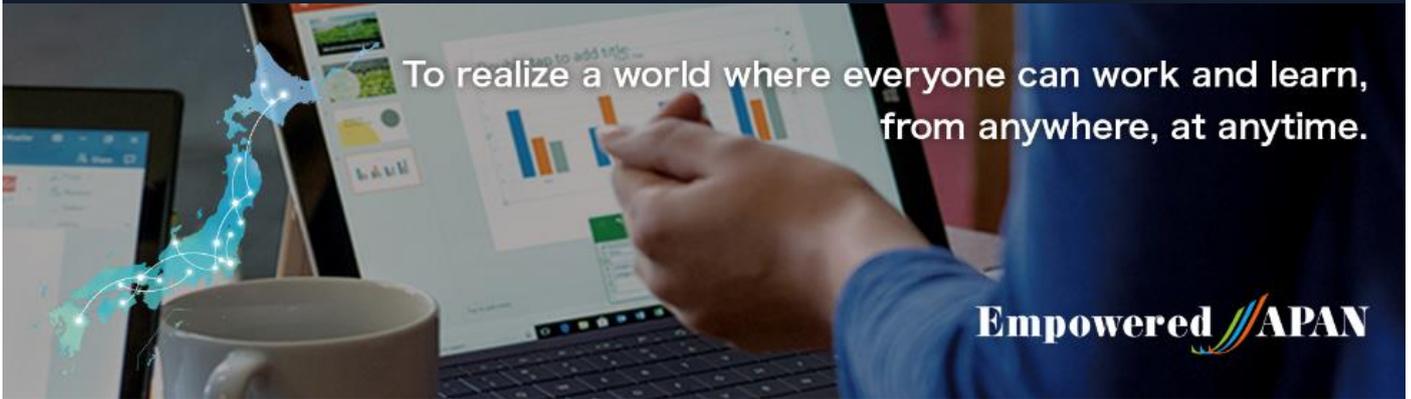


Empowered JAPAN Webinar Report



Empowered JAPAN Executive Steering Committee was established in 2018, "To realize a world where everyone can work and learn, from anywhere, at anytime." To promote the true value of workstyle innovation including telework, the committee has been coordinating symposiums in both Tokyo and regional cities. And in collaboration with various local governments, Microsoft, and partners, the committee has been serving as an advisor to provide telework training for both corporate and individuals. In response to the spread of infection of corona virus (COVID-19) and the government announcement on February 25, 2020, which included the request to citizens to telework, the steering committee made the decision to launch a series of free webinars starting from March 17, 2020, to provide practical information for individuals and organizations across the nation, to telework and/or practice online education.

Category : IT tools and environment

Date : April, 22, 2020

Speaker : Tetsuya Adachi

Box Japan

Executive Officer, Head of Alliance and Business

Development and Workstyle Innovation

Promotion



Since 1995, Mr. Adachi engaged in planning/development/alliance of network services in a domestic telecommunication company.

Held positions in VeriSign Japan and Symantec as product marketing of security products. Starting from 2015, he became the Head of Business Development of Box Japan, and have been driving the alliance, recruitment of product alignment partners, and overall strengthening of partnerships. As a position to drive alliance, Mr. Adachi has a frequent opportunity to engage with workstyle of external companies, thus carries a role to introduce the workstyle of Box from an objective perspective.

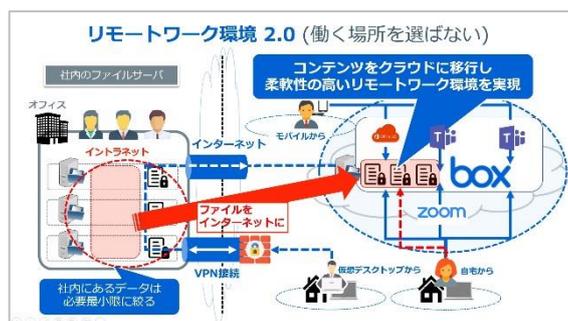
New "Style" of telework through Cloud Content Management via Box

What are the issues with teleworking? Asked Mr. Adachi, who is in charge of work-style reform at Box Japan Inc. The challenges common to everyone are to secure a quiet and comfortable work environment at home, cooperation from family members who are also staying at home, relief of lonely feeling from working alone, etc. On the other hand, the employees at Box never have issues such as "the size of the files on the company server are too large to bring home" or "VPN connection fails."

"All the information is in the cloud and all employees can access and work from anywhere in the world. Physical papers and seal stamps are not used for business processes at Box." (Mr. Adachi)

According to a survey taken in 2018, the usage of telework at companies who do not use cloud services is 30%, whereas companies who use Box is 93%, and 100% for Box employees.

If most of the employees work from the office, teleworkers need to access tools on the Internet via the intranet, and it may crash the company Internet. Minimize the amount of data stored in the company server, transfer most of the data (files) to the cloud, and allow the employees to directly access from a remote environment. This is the ideal workstyle at Box.



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"One of the unique characteristics of Box compared to other cloud services is integration. Box has integrations with more than 1,400 apps including Microsoft Office, and allows the user to store all files to our unlimited cloud storage while keeping the existing apps. With this system, distribution and copy of files can be eliminated." (Mr. Adachi)



Box has specialized in B2B with a mission to reform the workstyle of companies and organizations. A high security level is always maintained while discussing with client companies that have a strict compliance policy.

Another unique characteristic of Box is the philosophy "uniform management of the data lifecycle." Box notes that data has a lifecycle. For example, you create some material. It needs to be shared with your internal team, shown to external third parties, and after it is published on a website, it needs to be maintained and managed.

"If you send the material to 10 members as an attachment, it will be copied 10 times and the capacity will be 10 times greater. With this method, it is difficult to find the latest version, and the management of information is not reliable." (Mr. Adachi)

Box is a tool that unifies and manages contents that are de-centralized by each lifecycle. The Preview feature allows the user to see a file content without downloading it, and the Shared Link feature allows multiple people to share content without moving and copying files. These are typical examples of the Box features. The Shared Link feature also has a function to limit users who can access, and set an expiration date, etc.

Mr. Adachi introduced one of the examples of how these features are used at Box Japan. The most frequently used situation is for taking meeting notes. "Using Box Notes allows users to join a video meeting and share notes anytime anywhere. When the meeting starts, the participants can edit a note in real-time, and the note becomes a meeting note, which means no one needs to take a note. In other words, everyone participates to create a meeting note, and as a result, it brings everyone on the same page. As for writings on the whiteboard, you can save it by taking photos with Box Capture, and it will automatically be uploaded to Box." (Mr. Adachi)

Box is also useful for business activities, event operations, posting articles on websites, etc. Sharing and viewing the latest files with all members on their devices means sharing knowledge, and this leads to the elimination of misunderstanding and the verification process.

"You can share paper materials by taking photos with Box Capture, but I recommend scanning it if there are too many pages. If a multi-function printer is linked to Box, your Box folders is displayed on the touch panel. It is efficient and leads to a paperless environment." (Mr. Adachi)

According to Mr. Adachi, because Box allows the user to browse internal files anytime, anywhere, the user can view these files for quick catch-up after a long vacation, and it can be used to electronically sign contracts and store. We can sign contracts even through telework since electronic signatures are legally accepted.

The development of Box and its usage are improving daily based on imaginative ideas of client companies. One example is when Hiroshima prefecture was hit by heavy rain falls in western Japan. "City workers needed to check the condition of over 20,000 reservoirs in the prefecture and report to the disaster response headquarters. If these workers went out to take pictures of the reservoirs with a digital camera and downloaded the data at the office, it would take too long. Instead, they used a smartphone with Box Capture and instantly shared with headquarters. Like this example, Box was used in unexpected situations." (Mr. Adachi)

その上で、慣れた不便を放置しないための、「しない」文化の定着が必要です

働く場所や時間帯に縛られない	ファイル名にバージョンは入れない
資料へのコメントはメールでしない	議事録作成を仕事にしない
添付ファイルは送らない	縦割りにせずコンテンツを共有
紙に印刷しない	資料はパソコン上に置かない

Finally, Mr. Adachi encourages everyone to stop ignoring the inconveniences and step out of your comfort zone.

"Do not send attachments, do not add a version in the file name, etc. The keyword is share. Let us share data with everyone, and achieve convenient and happy teleworking."

Teleworking as an emergency measure against COVID-19 is necessary. However, the original purpose of telework is "for employees to keep working efficiently in the long run." (Mr. Adachi) Working efficiently anytime, anywhere gives employees more time to care for their family and omits commuting on crowded trains. We hope that everyone has the proper infrastructure and the ability to enjoy teleworking.