

# Top 10 Tips – Reasons to go paperless

Supplied by: Invu Services Ltd



Have you ever thought what it would be like to reduce the amount of paper within your company? No in-trays overflowing with documents, no filing cabinets taking up lots of space and no expensive off-site storage costs to worry about.

Using a Digital Document Management (DDM) system will help you to achieve this goal. It not only saves you time, space and money but it makes a real difference to the environment.

- 1. Electronic storage** - With a DDM system in place, all documents that come into your company can immediately be scanned and stored electronically. You can then send them electronically around the organisation, reducing the amount of paper stored and the space it takes up as well as time distributing post.
- 2. An automatic audit trail** - Increasingly companies have to adhere to strict guidelines on compliance and need to store records for many years. A DDM system is the ideal way to administer this. There are no limits to the amount of documents you can store and each document will have a unique number - automatically giving you an audit trail. You will also be able to make changes to a document and keep and view the original document, helping with compliance and audit guidelines.
- 3. No more time wasted looking for documents** - A DDM system means that you can search for any document quickly and the results are given in seconds - no more time wasted searching through filing cabinets.
- 4. Access to all** - DDM gives all users of the system (security permitting) the ability to view the same document. This is ideal when multiple users need access to single documents, or where your company is on multiple sites. There is no need to duplicate files for different members of staff or different departments, again saving paper.
- 5. Have the time to develop your business** - With a DDM system you will save time. Many businesses find that they are able to use this time in a much more constructive and productive way, such as to develop and grow your business.
- 6. Increased levels of security** - All documents are stored electronically on secure servers. It is much safer to store documents this way.
- 7. Simplify your business processes** - By choosing a DDM system that also offers 'workflow' you can simplify many business processes. Users can action or authorise tasks and transfer data at the touch of a button – no more waiting for documents to be signed. Ordering of goods and authorising invoices are examples of where workflow can be used to improve the effectiveness and efficiency of your business.
- 8. Better customer service** - Using a DDM system will improve your customer service. You will be able to access all customer orders and documents and be able to respond to enquiries immediately.
- 9. Manage email efficiently** - Use a DDM system that communicates with your server-based mail systems. This means that emails can be saved into the system in just the same way as other documents.
- 10. Rapid Return on Investment** - A DDM system does not have to be expensive. By choosing a cost effective system you will typically see a return on investment within 6 months\*.  
(\*£1 a day calculation based on Invu per user costs for a typical 10 user licence).

Top 10 Tips Supplied by...

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