Do you need document management?
Four Worthwhile But Sometimes Painful Questions.

Every business has a document management challenge and every business has developed, over time, ways to cope with that challenge. Whether your current document management solution looks like rooms scattered around the country filled with filing cabinets with armies of clerks, or as simple as stacks of cardboard boxes piled around the perimeter of your office, there are affordable, realistic, and functional solutions available to help.

To help you decide if your company has outgrown your current methods of dealing with your document management challenge, consider these four simple questions to access your needs.

1 Does filing, retrieving and storing paper documents consume a lot of resources?

Answer: If you currently have staff members that are dealing with paper filing and duplication, their time could be put to better use--save money and work smarter. It's not uncommon to be able to shift 2/3 of resources dedicated to paper handling to other tasks after implementing a solid document management system.

Takeaway: Whether it provides the ability to scale your business without additional hires, or the option to reassign resources to more valuable tasks, a document management solution should be in your plans.

2 Do you have paper-intensive processes that create delays or lack oversight?

Answer: Gartner estimates that 90% of all paper documents in an organization are merely shuffled and that no significant information is added or decisions made – sound familiar? It is also estimated that corporate professional staff spend 40-60% of their time processing paper. Ensuring that each step in a process is completed correctly before being passed on can cut processing time by as much as 50%. Add the efficiencies of completing these approvals online, without geographic barriers and automating a few key processes can turn into a serious competitive advantage.

Takeaway: docAssist is flexible to your specific business environment. It is configured to mirror your current paper process-- minus the paper trails and bottle necks.

For more information about going paperless with docAssist,
call us at (877) 399-1100.
Visit us online at www.docAssist.com.

docAssist
enterprise content management

3   Is there gap between your paper information and your enterprise data?

Answer: Even after implementing CRM, BPM, and ERP systems, a huge portion of your corporate knowledge still exists only in paper form. Vendor invoices, bills, P.O.'s, quotes, fax orders, and packing slips are still filed, duplicated, routed, etc. Many businesses also have repositories of technical information or historical reports that are only available as paper at a single geographic location - not to mention the documents stored on desktop hard drives and personal filing cabinets.

Takeaway: Integrated document management allows for a centralized data repository that is shared by everyone who needs access-- this information is securely accessible from any computer, 24/7.

4   Do you have multiple departments, sites or remote employees that need access to the same content?

Answer: If you have multiple sites or remote sales representatives, a document management solution will certainly increase collaboration and speed of document processing. In some cases the cost of physically sending packages between sites may pay for a significant portion of the system!

Takeaway: Whether it is allowing sales people to remotely submit expense reports and project quotes, or the power to reorganize your A/P processes to allow for central processing, the ability to share knowledge & route information across multiple sites will save your business money and promote efficiency.

Conclusions- the Cloud Advantage

If you have answered yes to even one of these questions, implementing a document management system will streamline operations– giving your company a new level of competitive advantage.

As a solution that re-invents how people access, manage and share content in the workplace, cloud document management enhances the value of your business content which forever changes the way you will do business.

docAssist is a leading cloud content management platform that embraces this evolution and harnesses what's best about the web, serving the needs of the next generation business climate.

Analysts predict, in 2 years, 64% of all new software purchases will be cloud-based- docAssist can take you there!