

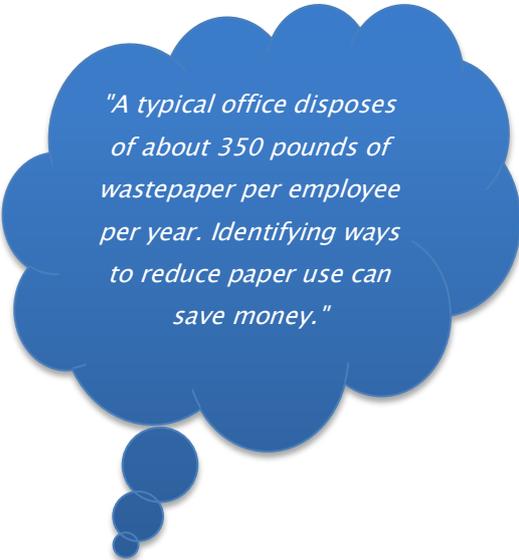


# Is Your Organization Ready for Document Management?

By ITAZ Technologies



Defining what a document is and measuring the ROI that a document management system can offer, are important steps any organization must take before implementing an electronic document management system. Once you discover that investing in an EDMS can translate into monetary and other benefits, you need to decide if your organization is ready for document management. This is important as every organization is at different stages of growth. This white paper will help you find out if your organization is in that phase of growth where electronic document management will help you define and manage business processes more effectively and prove to be an asset to your firm.



*"A typical office disposes of about 350 pounds of wastepaper per employee per year. Identifying ways to reduce paper use can save money."*

## Executive Summary

Before introducing an electronic document management system (EDMS) to your business it is important to understand how you want to manage your documents and what the ROI would be by investing in an electronic document management system. Quite simply put, is it worth investing in an EDMS or is it better to carry on with the way documents are currently managed?

Once you discover that an electronic document management system can translate into monetary and other business benefits, you need to decide if your organization is ready for document management. This is important as every organization is at different stages of growth. If you do not have adequate document volumes, or the staff to justify the investment then it may not be the right time to introduce an electronic document management system.

This white paper will help you find out if your organization is ready for an electronic document management system which will help you define and manage business processes more effectively and prove to be an asset to your firm.

## Consider these factors...

Below are some factors that will help you decide whether your organization is ready to look for a document management system:

### Volume of documents handled

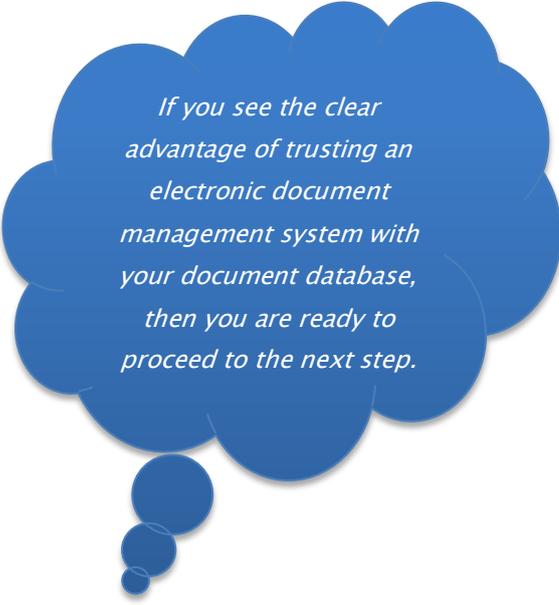
No matter what the size of your business is or how many people you employ, most businesses generate dozens – if not hundreds – of documents a day. Most documents exchange hands or are emailed several times, often with many revisions. This can lead to the managing of documents becoming a project itself. If you find your organization or department facing a similar challenge, then the time is ripe for you to look for a document management solution.

Without an EDMS, your staff may sometimes feel overwhelmed but with good document management software in place, they will always be in control of the documents they have generated and need to work on.

### Paper based documents or Electronic documents?

The Natural Resources Defense Council (NRDC) web site states that, "A typical office disposes of about 350 pounds of wastepaper per employee per year. Identifying ways to reduce paper use can save money." The NRDC figure is an average: your company may be generating far less – or far more – paper based documents every year. If you have not yet converted your paper-based documents to an electronic format, then consider making it a priority. There are 3 main reasons to do this:

1. **Compliance:** The law sometimes stipulates that you keep your business records well-organized so that when needed for the purpose of review, the required data is readily available. E.g. The Sarbanes-Oxley Act (SOX), which was passed with the purpose of building and restoring public confidence in the financial reports of American corporations. If documents in your firm are managed electronically, their mobility and longevity increases tremendously. This comes as a big help during reviews and checks carried out by government agencies, as all your data would be in place.
2. **Storage space:** Businesses that survive in the long run tend to maintain a paper archive of documents. As office space comes at a premium, it may not always be feasible to keep your document archive in-house. You might have to store the documents at an offsite location, which again costs money. You may save money by outsourcing document storage, but it is only a temporary solution. The only lasting solution is to digitize your documents by scanning them and saving them in PDF, TIFF and other file formats and using OCR to make their content searchable. A document management system makes this possible and at the same time does away with the need to rent space to store paper based documents. Documents that are no longer required can be destroyed using safe, legal procedures.



*If you see the clear advantage of trusting an electronic document management system with your document database, then you are ready to proceed to the next step.*

*The time spent on digitizing your paper archive will be worth it, both in financial terms as well in terms of operational efficiency.*

- 3. Cost savings:** As a primary medium for storing information, paper proves to be quite expensive since it is a recurring expense. Add to it related costs like files, other supplies, filing cabinets etc. and your costs go up even more. Switching to electronic document management may cost you some money initially, but it works out to be an economical alternative in the long run – and most, if not all, businesses plan to survive in the long run!

### Business continuity

If you have stored your paper based document archive offsite at a distant but low-rent location, it does save you money in the short term. But in the event of a natural disaster like a flood or tornado, if your entire paper archive is destroyed, you may have nothing to fall back on. If you have invested in an EDMS, that will become your main document database and your paper archive will only serve as a secondary backup – that too only if you really need it (your primary backup should be online through an online backup service). Even if the natural event extends to your office and your machines are destroyed, if you have backed up your document database online, your document management system can be up and running again within hours of getting your IT setup back in place. If you see the clear advantage of trusting an electronic document management system with your document database, then you are ready to proceed to the next step.

## Buy-in from stakeholders

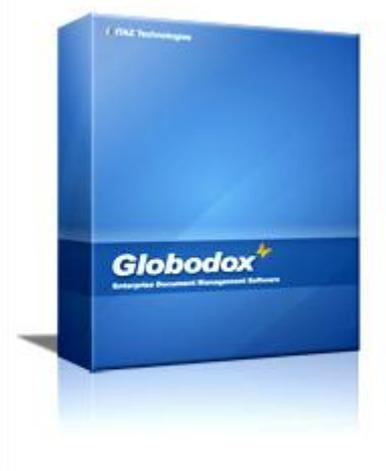
IT Managers face the challenge of evaluating the need and readiness of their organization to adopt EDMS on the one hand; while on the other, they have to convince the various stakeholders of this need. The CEO may be ready to give the formal assent, but the finance department may have their own calculations to do. Sometimes, it is also important to get the opinion of the employees who are actually going to use the software. They need to be taken into confidence. So if you have not yet got a buy-in from all the parties involved, you should wait before proceeding to shop for a document management solution. However, if you have taken the necessary permissions and inputs from them, then it's time you began evaluating a document management system.

Based on the factors we discussed above, if you are convinced about the readiness of your organization to adopt an EDMS, you should start preparing to roll it out in a phased manner. It may take some time for your firm to convert your paper archive into digital files using document management software such as Globodox, but it will be well worth the investment, both in financial terms, as well as in terms of operational efficiency.

## About Globodox

[Globodox](#) is a Windows based document management software suite designed for the medium to large business. It features an integrated set of tools for scanning, indexing, searching, securing, sharing, auditing and workflow. Using Globodox you can quickly create a centralized, searchable database of all your documents. Add documents by dragging and dropping existing files and scanning paper documents. Globodox works with any TWAIN compatible scanner. Save scanned documents as PDF, TIFF, JPEG, or PNG files. Re-arrange and add pages to PDF or TIFF files at any time. Globodox features a modern MS Outlook style user interface that you are already familiar with.

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## About ITAZ Technologies

Founded in 1999, [ITAZ Technologies](#) develops easy to use document management software for businesses with varying needs. Apart from Globodox, ITAZ also offers [Sohodox](#) – a document management software solution for small businesses. ITAZ products are in use by customers in **over 50 countries** across the globe. Among our clients are NASA, U.S. FDA, Manchester University (U.K.), Tata Memorial Hospital (India), Doosan (S. Korea business conglomerate), Westpac Trust (New Zealand) and many more.

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