

The Paperless Office

As businesses and institutions worldwide make the push towards a "paperless" office, it is important for companies to understand the advantages and cost savings associated with the change. While many businesses understand the need to back up their digital data, little thought is given to the important documents tucked away in drawers or boxes throughout the office. Fire, flood, earthquake, or theft could lead to the loss of signed contracts or agreements as well as other sensitive information.

It can be hard to quantify the cost of the paper stored in filing cabinets until you are trying to find something. The time you spending filing or retrieving a document, as well as the space used by a filing cabinet or stack of boxes are just a couple of the cost contributors. Time spent looking for a document that has been misfiled or is being used by someone else can also be frustrating. There is also the cost associated with recreating misplaced documents!

Greg Mennegar, an expert in the document imaging industry, adds;

"if you have paper intensive processes in your business (accounts payable/receivable, loan or claim processing, etc), the costs of moving information from one knowledge worker to another grow exponentially. The inability to process information quickly can result in poor customer service, lost prompt payment discounts, delayed cash flow, fraud, and many other issues"

A paperless environment also allows you to instantly find and share information, as well as restrict certain users from accessing sensitive documents. Tools such as Optical Character Information (OCR) can also be utilized after scanning, as Greg explains;

"The information within the documents can be made searchable through the use of Optical Character Information (OCR). If you need to see all documents that contain a specific word, it is possible to quickly perform that search. OCR also allows information to be extracted from paper documents to feed claims & loan processing, accounts payable, order entry, and other business applications."

As Greg told us, a lot of planning must be put into making the paperless push. Determining what to scan, how to separate and store images, and the image quality are all considerations;

"If a document is not indexed correctly, it can be impossible to find it. If image quality isn't monitored, it may be difficult or impossible to read or reproduce."

When asked about what to consider when deciding whether to buy a scanner or outsource the scanning, Greg recommends meeting with a professional scanning service;

"...Visit a professional scanning service bureau to understand the amount of process control that is involved in managing the scanning workflow process. In-house scanning can be disastrous if there aren't controls in place to ensure that all documents are indexed properly and consistently. Scanning may seem easy, but when you have to manage thousands or millions of pieces of information, the opportunity for things to be done incorrectly is huge."

If you do decide to scan yourself, speak with someone about your requirements to determine what type of scanner would be best. The scanner you choose is very important, so be sure to go with quality over price! Professional scanning services use machines that have very good image quality and can scan up to 150 pages a minute, dramatically reducing the cost per image.

Going paperless can have a huge impact on your company's operations, with a number of efficiencies and savings businesses can take advantage of. Be sure to do your research to determine if a

- Jon Holewa
Phoenix Technology

Want to make the move to a paperless environment? Email us for more information!: info@phoenixtechnology.us

Be the first!

Be the first person to comment on this month's article on our blog (www.itpeaceofmind.wordpress.com) and get 2 free hours of tech time! Something like that could come in handy...

Ask a Tech!

Dear TechSpert,

I've been using business email on my phone and iPad for a while now, but I feel like I am not making the most of my mobile devices. How can I further integrate my phone and tablet into my business?

- Beth

Beth,

This is a great question, and one I'm sure many people are asking themselves. Phones and tablets are becoming powerful devices, with multiple processors, large memories and computing power capable of complex tasks.

The best place to start is by asking yourself what you would like to do with your devices. If it's being able to open and edit a spreadsheet or word document, there are multiple applications such as QuickOffice for the Apple, Android and Window's operating systems.

Smartphone platforms are also integrating cloud storage. This makes anything you upload from your computer to the cloud accessible on your phone or tablet no matter where you are! Clients will think you're pretty polished when you plug your phone into a projector and give a PowerPoint presentation.

These days almost anything you can do on your computer you can do on your mobile device, all with a simple trip to the App Store. Be sure to pay attention to an app's ratings and read the comments before purchasing one. I've found it's always best to Google what you are searching for before going to the app store. Something like "best spreadsheet app for Android," will often yield the best results!

- Your TechSpert

To ask your question, go to the **Phoenix Technology Facebook page** and submit your question on our wall, or email us at info@phoenixtechnology.us

Next Month

Making the most of your devices!

Tell us what you would like to see!

Tell us what you would like to learn about at our Facebook page or through Email, and it could be featured in one of our future articles!

Where to find us

Website: www.phoenixtechnology.us
 Blog: www.itpeaceofmind.wordpress.com
 Email: info@phoenixtechnology.us



Also, find us on **Facebook** and **LinkedIn** by following the links posted