

What headaches do you have managing documents?



DOCUMENT MANAGEMENT

Does this sound familiar?

Incoming mail and information to the business

This is one of the most labour-intensive areas of the business, whether it is incoming mail, emails with PDF attachments or documents of any format coming from different departments or company subsidiaries. The information must be sorted, distributed to the correct recipient, managed, and filed for reference.

Filing and retrieval of information

There are so many ways people file information either electronically or hard copy. It is incredible to think, currently, we still have the same problems we had many years ago. Employees and departments all have their own indexing systems and a document can be misfiled making it difficult to find the information later.

Storage of information

In today's business environment, many companies scan documents and save them electronically either in the cloud or internally on their servers. Many businesses also store most of their incoming email traffic on their server exchange without any thought about disaster recovery (if a record is deleted or lost because of a malfunction). There are still many companies that store hard copy documents in the office or at storage sites and this can be very expensive and labour intensive to manage.

Retrieval of information

This can be a very time-consuming exercise and stressful. Yes, it is easy to retrieve an email quickly if you know the content of what you are looking for and it can be fairly easy if the document has been filed electronically in the right electronic file. However, what if it is a PDF document? What if the document has been put back in the wrong file? What if the file has been taken out of the office or somebody else has taken it? What happens if the files are kept offsite from the office or in different software applications like CRMs and accounting packages? What time is wasted in retrieving the information and what is the cost?

Compliance and Security

This has become more of an issue today than ever with cybercrime growing in our society and company regulation being implemented on a daily basis, it has become very hard to manage and police within the business. What is worse, companies not only lose money via the cybercrime, they are also under threat of financial penalties for non-compliance.

xerox

DWS
Document Workflow Solutions

If you wanted to find the magic answers to the above and we can show you how this can be achieved. Call **01444 462 980**

www.dwsl.co.uk

The answer to the headache

DOCUMENT MANAGEMENT

What would it be like if you had a great deal more time on your hands to run the business?

- All your documents were automatically filed at speed and hardly any manual interaction.
- Information found immediately at a touch of a button on any device in the world.
- Total compliance and security of your information, meaning you do not have to worry about theft of information or penalties for non-compliance.
- Ability to share information and work on projects together at a distance.
- No need to store documents in the office or at a storage facility.
- The ability to integrate all your documents with your CRM, accounting package and other third-party software suites you employ.

xerox

DWS
Document Workflow Solutions

If you wanted to find the magic answers to the above and we can show you how this can be achieved. Call **01444 462 980**

www.dwsl.co.uk