# Go Paperless

**DL**™
Document Locator

Save time and money by eliminating filing cabinets and organizing files electronically.

# Search and find information instantly

Research has shown that more than 50% of business professionals spend approximately 2 hours a day searching for the information they need to do their jobs.

Going paperless reduces the time spent finding the information you need.

With paperless document management software, everything is full-text searchable. You have the ability to find files instantly based on searching of content as well as any combination of profile information (metadata values).

Valuable time that might otherwise be spent searching for information is instead focused on more productive business.

Electronic document management, with its indexing of content and flexible search capabilities, offers a better alternative than personal folders, unorganized shared directories, or paper stored in filing cabinets.

# Eliminate the costs of storage

> ## "
> ## Hard drives are cheaper than warehouses"
>
> David Corbin,
> State Mutual Life & Health
> Document Locator customer

Storing paper documents in filing cabinets, archive boxes, or off-site warehouses is an unnecessary expense. Office square footage consumed by rows of filing cabinets could be used as productive work areas, and money spent for warehouse space could be invested in other more productive areas of business.

Electronic document storage unlocks valuable work space and eliminates costly off-site storage fees. Plus, the ability to instantly save and retrieve files from electronic repositories offers the added bonus of improving productivity by reducing time spent filing and retrieving information. Electronic document storage also makes it easier to plan for business continuity and disaster recovery.

*A filing cabinet costs $25,000 to fill, plus $2,000 a year to maintain.*

*Source: Delphi Group*

# Getting rid of filing cabinets

At Bob Lannphere Enterprises, it was difficult to find sales records quickly, and a growing number of paper sales records were taking up too much office space.

Eliminate the need for storing documents in filing cabinets and archive boxes, and reclaim valuable work space.

Office space can be better utilized.

**More usable office space at Bob Lanphere Enterprises**

At Bob Lannphere Enterprises, a growing number of paper sales records were taking up too much office space in rows of filing cabinets. The solution was an electronic document management system.

Scanning technology made it easy to convert paper records to full-text searchable digital files. Now, retrieval of important sales records is fast and easy. Access to files is secure. There's less risk of misplaced or lost documents. Plus, files can be retrieved from all company locations across the city.

The filing cabinets are gone, and now there is much more usable office space at Bob Lanphere.

*Rows of filing cabinets took up too much space at Bob Lanphere Enterprises prior to going paperless.*

# Secure your information

Be confident that information is secure and accessible only to those who are authorized using robust security built on the Microsoft NT security model.

Filing cabinets can't tell you who has been inside.

A great invention in the late 1800's, today filing cabinets lack the sophistication of modern-day technology, especially when it comes to logging user activity related to files and maintaining security over access to information. They can't tell you what documents have been looked at.

Paperless document management software captures an audit trail of every action that occurs; who has looked at a file, what they have done to a file, and when they did it. Security prevents unauthorized access by not allowing people to open and view files, and can even prevent people who are not authorized from seeing that a file exists.

# Go green
# Go paperless

If businesses cut paper usage by 10%, it could prevent as much as 1.6 million tons of greenhouse gasses, or the equivalent of taking 280,000 vehicles off the road.

(source: Environmental Paper Network)

Reducing the use of paper is a cost-saving, environmentally sustainable practice. Paperless saves trees, reduces energy in manufacturing and shipping, eliminates mailing and delivery of paper documents, and reduces the need for paper storage.

Industry calculations show that office workers on average use a sheet of paper every 12 minutes, over 10,000 sheets of paper in a year, and dispose of up to 100 to 200 pounds of paper annually. With this in mind, there are obvious benefits in considering a paperless office.

The benefits of paperless go beyond environmental to include real cost savings and efficiency gains. In a paperless system, documents are searchable using a computer and are instantly retrievable. Document-based processes such as reviews and approvals can be automated. Plus, the risk of losing information is eliminated because electronic files are captured in secure repositories.

www.DocumentLocator.com/laservalley

# Access files on the go

> "What is truly universal, no matter what business you're in, is that when you have easy access to information, you'll use it to your advantage."

Dr. Robert Marlan, MD
Marlan ENT PLLC,
Document Locator customer

Providing employees, clients, even vendors with the ability to access important files is an effective way to extend the reach of information while people are on the go.

Paperless software lets people retrieve files from any location online via the Internet using a Web browser or mobile device. You maintain control over your information, and you decide what information and level of access is available to each person.

As an alternative to email, FTP, faxing, and shipping, with document management people save time. Everything remains organized and under control inside your paperless document management system.