

Embrace your **Digital Transformation** journey

- » Easier access to business documents
- » Reduced time & costs in business processes
- » Reduced need for paper storage
- » Increased employee productivity
- » Increased document security
- Compliance with government regulations





Digitisation: extracting data value from your paper documents

The global events of 2020 massively changed the way businesses operate, in a way that will continue to be seen into the foreseeable future. With many working environments now having moved from offices to remote locations, it's vital that organisations continue to operate efficiently.

Can your employees access all the information required to do their jobs easily and quickly from their remote locations? Have your customers been impacted by the new working environment? Are paper-based processes limiting your team's productivity?

Large enterprises are continuously under pressure to improve how they manage their information. As more business is carried out online, as more companies transform to digital processing, and as privacy legislation tightens, organisations who fail to adapt run the risk of being left behind.

A major challenge in many companies today stems from a continued reliance on paper documents, and an inability to maximise the value of the data held within.

Paper-based processes prevent the application of automation technology and keep staff trapped in mundane manual data capture. Because of this manual nature, paper-based processes are slower, more prone to human error, and often frustrate staff with delays through searching for misplaced or misfiled documents.

In this whitepaper we are going to look at those challenges and how digitisation solutions can embrace the digital transformation of those paper-driven business processes.

Digitisation: making electronic copies of paper documents

The process of scanning involves systematically moving a beam of light over a surface to capture an image. At a basic level, scanning is really no different from copying. The creation of a copy or scan starts the same way - a user pushes a button and an image is captured. The difference between copying and scanning is in the transfer of the image. Copying transfers the image onto paper; scanning transfers the image to an electronic form. In essence, the scan is an electronic copy.



However, scanning creates much more than just mere electronic versions of paper documents. Converting paper documents into an electronic form unlocks the true value of the information in the document. Scanning allows important information to be extracted from the previously paper-only format and then shared more quickly and easily. A scanned document can be attached to emails and its information can be uploaded on to software systems, allowing for easy and fast access. As a result, companies can gain productivity and efficiency when digitising their documents.

Becoming a paperless office

The 'paperless office' is a goal of many businesses, and with it the ability to operate in a way that reduces manual entry and automates key functions in order to become more efficient and cost-effective. 79% of organisations realise they must transform into a true digital business in order to survive. However, the reality is paper still forms the backbone of many business processes. Whether it's employee contracts, invoices or claim forms to name just a

few, physical documents will often still play some role in the majority of business transactions. The reluctance to embrace technology may be caused by a number of reasons. Businesses may see a 'risk' with technology and are fearful of the impact it may have on their day-to-day operations, with one mistake potentially having a knock-on effect on processing down the line. Therefore, the fear of technology is not just rooted in the inconvenience it might cause, but in the possible consequences some of which may be financial. Secondly, staff reluctance to change might present an issue. Staff who have been using the same document management processes for years can be unwilling to embrace change that involves a move to digital-based work.



To speak to our team members today about the right digitisation solution for your organisation call:

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Advantages of **Digitising**

1 Easier access to business documents

Once scanned, documents can be quickly retrieved using any number of keywords or indexes. Paper documents may be lost, destroyed, or misfiled.

2 Reduced time/costs in business processes

The ease with which documents can be retrieved electronically can save time and/or costs within many common processes that are fundamental to a business. More direct access to information can help workers respond more quickly to customer inquiries, leading to increased customer service and satisfaction.

3 Reduced need for paper storage

Large collections of paper documents require significant physical space. By reducing this requirement, a company can use valuable office space for other business needs.

4 Increased employee productivity

Employee productivity can be increased when time and costs associated with business processes are reduced and easier access to job-related information is available. Workers are then free to focus on strategically important tasks for the company.

5 Increased document security

Scanning preserves vital company documents in an electronic form. This information can be stored anywhere and in multiple repositories. On the other hand, paper will deteriorate over time. Increased document security is an important benefit for reasons of business continuity and disaster recovery planning. Additionally, companies can put security measures in place to prevent documents from falling into the wrong hands.

6 Flexible, fast, and cheap sending options

A scanned document can be easily sent to a number of destinations - including databases, desktops, email, fax, file, folder or more - eliminating the time and cost of physical distribution.

7 Compliance with government regulations

The use of scanning has helped companies comply with government-mandated initiatives related to document retention and retrieval, for example the Sarbanes-Oxley [SOX] Act, or the USA Patriot Act.

8 Reduced reliance on costly fax transmission

Faxing typically requires a long distance telephone call to distribute documents, whereas scanning does not.

Issues with managing **Physical records**

Lost Files One of the main challenges of using paper-based systems is that documents can easily be lost or misplaced. Around 7% of paper documents are misfiled every year and 3.5% of all hardcopy documents are lost.

Time Consuming Trawling through physical documents, looking for the key piece of information, can be time consuming. Studies show that professionals in a paper-based business workflow can spend up to 35-50% of their time searching for information due to lack of a centralised repository or index.

Security Keeping paper records is not only difficult to manage, it is also an extremely unsecure way of storing data as it does not offer adequate back-up in the event of disaster. According to Gartner, 70% of today's businesses would fail within 3 weeks if they suffered a catastrophic loss of paper-based records due to fire or flood.

Office Space When relying on physical storage to manage your documents, office space is inevitably and unnecessarily taken up with filing cabinets and storage boxes. This feeling of disorganisation can affect staff morale and productivity negatively as staff want to work in a clean, clutter free space.

Financial Impact Most worryingly is the financial impact that paper-based processes can have on an organisation. It is estimated that \$14,000 worth of productivity is lost per worker per year due to their inability to find the proper data they require to do their job. If an organisation employs 200 employees and even half of these individuals are accumulating these costs, they are losing a significant and unnecessary amount of money on a yearly basis.

Embrace your Digital Transformation journey

The issues that paper-based processes bring with them should be enough to convince any business to move away from these manual operations. The first step in moving from manual processing to a digital environment is to employ a Scanning & Capture solution to intelligently digitize the documents and capture the required data.

This provides a major boost for legacy businesses whose older documents can now be made more accessible to the organisation. It also provides an advantage for companies who process documents on an ongoing basis, as this process can now be all digitised.

Still not sure which digitisation option to choose? Visit our website or talk to our team members to find which solution would be best for your organisation.

Click **Here**



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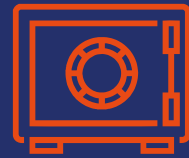
Records Management



Scanning & Digitisation



Shredding
& Destruction



Vault Storage



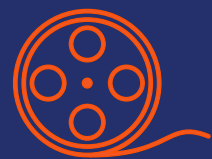
Tape Restoration
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