Why you need a professional document management solution

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Is your business storing physical documents or saving digital documents to shadow storage services such as Google or OneDrive? Help your people be more efficient, responsive and secure by providing them with a professional document management solution.

The ability to quickly and easily access, edit and save documents across all your devices, either in the office or on the go, will greatly enhance employee satisfaction, document security, and business performance as a whole. Coupled with comprehensive management tools, version control, and detailed reporting; its easy to make a strong business case for professional document storage.

This guide provides a quick overview of the potential implications and risks associated with physical document storage and poor digital shadow storage services. It then introduces '10 reasons why you need a professional Document Management Solution' to help you identify how you might improve your approach to document storage, management and retrieval.

How do you rate your current business storage?

Do you physically store documents in the basement, attic, warehouse, etc.?

Do you have digitised our documents but save to a local server?

Do you have a shadow storage solution but no control?

Do you have a professional cloud storage solution in place?

Do you have fully automated our document storage, workflows and processes?

The implications and risks of document storage

Storing and archiving physical documents

THE IMPLICATIONS

• Significant costs associated with physical storage and retrieval
• Limitations on document access and sharing

THE RISKS

• High potential for loss or damage
• Exposes business to malicious activity or theft
• No digital audit trail or management
• Inflexible access goes against flexible or remote working
• Difficulty in providing viable reporting

Multiple digital storage locations

THE IMPLICATIONS

• Lack of visibility, governance, traceability and version control

• Difficulty in developing a digital journey

• Security and back-up likely to be impaired

THE RISKS

• Multiple stored documents increase the volume of storage required

• Lost or unrecoverable documents can lead to penalties

• Exposes business to malicious activity or theft

• Difficulty securing IP, financial information or sensitive data

• No single view of the truth

• Slows down or even undermines business growth

• High risk of data regulations breach (GDPR)

Poor quality of document scanning

THE IMPLICATIONS

• Makes digital documents hard to read, especially images and detailed drawings

• Limited ability to index for easy retrieval

THE RISKS

• Missed information and detail which can lead to poor business decisions or penalties

• Prevents software from reading and indexing documents

• Your staff will be unable to text search and retrieve documents

The 10 reasons why you need a professional Document Management Solution

1. Store your documents in the cloud.

A professional digital storage and document retrieval solution will scan, index and archive all your documents and paperwork. You'll know exactly where every document is, who has access to it, and a history of usage. This degree of traceability makes it much easier to protect and control your data.

It also means you won't need to dedicate space to housing archived documents, especially when the cost of office space in the UK is reaching heights of £1,500 per desk per month.

2. Instant access from laptops, tablets and smartphones.

If you're still using a paper-based system, with documentation secured in off-site locations, you'll be familiar with the pain of waiting for documents to be located and retrieved.

A complete digital storage and retrieval package will provide the right people with immediate access to the files they need – from any of their devices, whenever and wherever they are. Perfect for working on the go or out of the office.

3. Cloud software, so no need for IT server infrastructure.

Businesses are well accustomed to accounting for IT infrastructure. But with robust and secure cloud computing physical IT requirements are diminished. Switching to professional document storage will leverage cloud management tools and storage, providing a fully maintained, easy to update and highly secure solution.

Not only will it save money and space, but it's also one less headache for the IT department to deal with!

4. Restrict access and protect your intellectual property.

In modern business, it's crucial that you can track and control who has access to what. Not only are there inherent security issues, but poor traceability can also have a damaging effect on your day to day management.

Being able to keep a clear overview of a document's history and current status removes the confusion caused by poor version control. There's nothing more frustrating than working on a project, only to find out it wasn't the most up-to-date file.

An effective professional storage solution will handle this for you.

5. Instant access from laptops, tablets and smartphones.

A full digital storage and document retrieval solution will offer a complete overview of who is using what document, and when. It will track every user and control how much data they can see and act upon.

Enjoy total vision over every document within your company from whatever device you currently have access to. Not only does this level of access offer quick troubleshooting, but it also allows for immediate response to potential security threats.
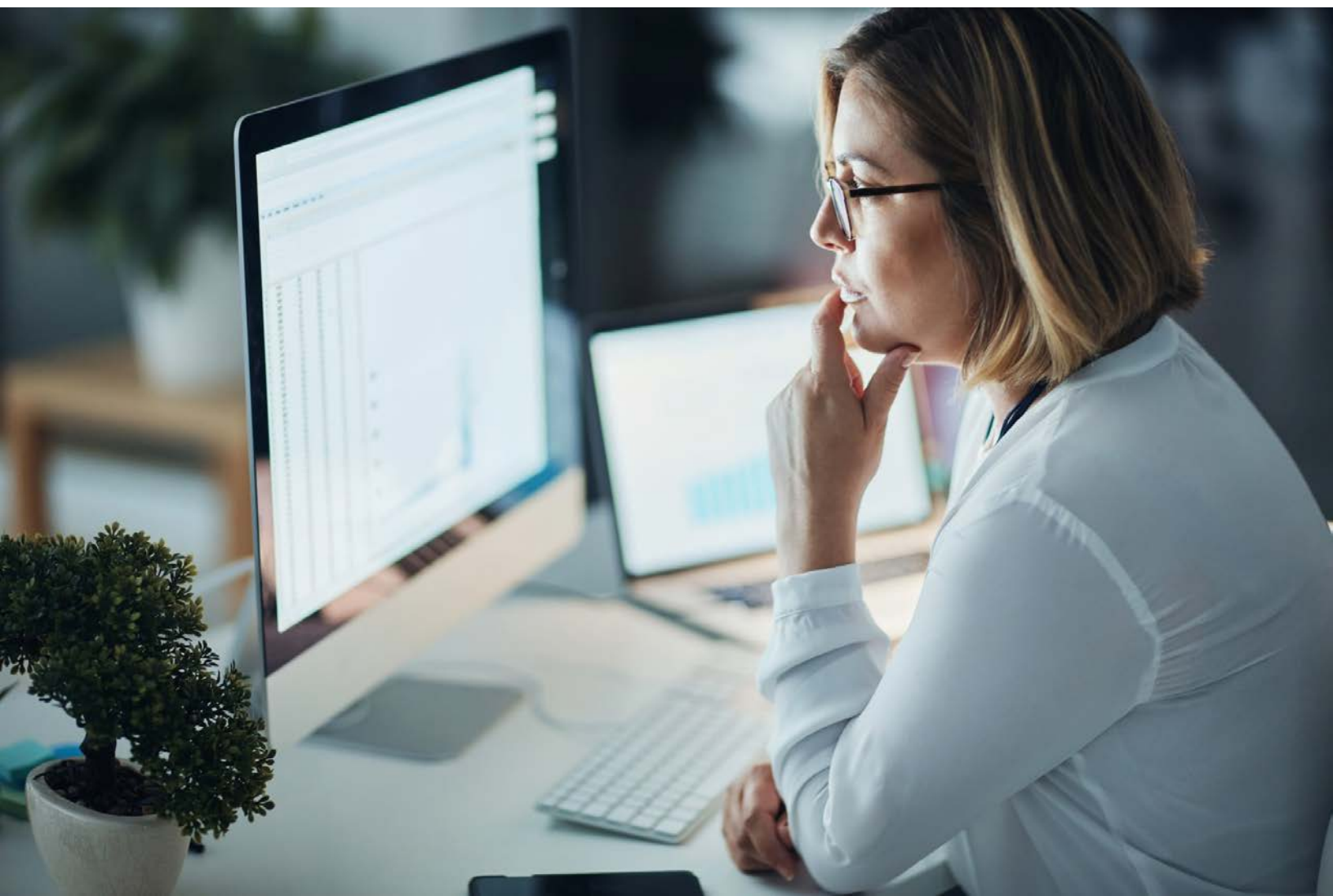
6. Comply with GDPR.

The latest data protection laws – including GDPR and the UK's Data Protection Act – have been brought in as a result of the rapid evolution of technology. They make companies accountable for individual personal data, so it's imperative that you comply with them – or you risk huge fines.

One of the easiest ways to address this significant issue for any modern business is to entrust the task to a platform meticulously designed to respond to these changes.

7. Immediately recover any stored information.

Power failures, human error, misplaced files – sometimes we lose what we've been working on. It's reassuring to know that there's a fallback when things go wrong.

A comprehensive, cloud-based digital storage and document retrieval package will include a secure system for the recovery of lost files.

8. Instant access from laptops, tablets and smartphones.

Once your physical documents are transferred to digital formats and correctly stored, everyone in your organisation will instantly save time and stress searching for and sharing information. The advanced scanning technologies available in the latest multi-functional printers and scanners – such as OCR – your document data will be indexed and archived with highly accurate tags.

This removes any risk of human error, including spelling mistakes or misclicks, from impacting upon your search functionality. The files will still be found.

9. Every document you scan is fully searchable.

The latest scanning technology, also found in modern multi-functional printers, provides optical character recognition (OCR).

This means that when you scan your paperwork during digitisation, it will accurately record and respond to what's written or typed on the page. It then automatically indexes it within your digital file system with appropriate tags.

So, no more tedious admin. Just a quick and easy search and retrieval of your documentation.

10. No expert skills required to access documents.

The best digital storage and document retrieval solutions out there leave no stone unturned when it comes to meeting all of a business's needs.

That includes offering the smoothest user experience possible for everyone who requires access to your staff.
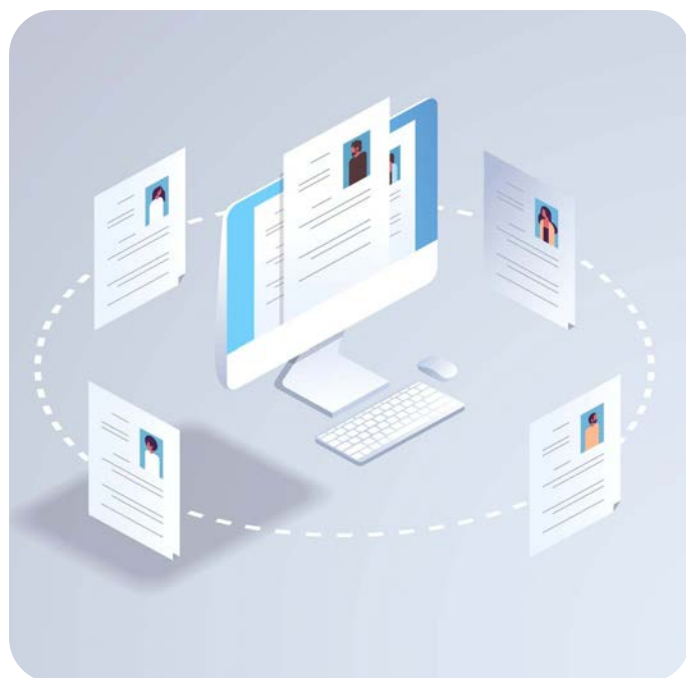
Your next step

Now you know more about the risks of physical document storage and how your organisation is exposed you may want to consider making improvements.

If you are keen to identify where you need to make improvements in your existing document storage and learn what steps to take, we recommend you request a Document Storage Assessment.

An assessment will give you a clear picture of your current situation and a roadmap for the practical steps you need to take in order to implement a professional digital solution to transform your document storage.

For more information,
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