

# Document Imaging Solutions, Inc.

Bringing digital imaging systems to a new standard

## Paper Filing System vs. Document Imaging System

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### Cut Costs & Increase Productivity with DIS-Imaging™

In a business climate where organizations are looking for ways to cut costs and increase productivity, document imaging systems are providing the most dramatic impact since the copy machine replaced carbon paper. Finding and retrieving a document using our document imaging system, DIS-Imaging™, is significantly faster than with a paper-based system. The amount of time saved using our electronic retrieval system is enormous because it eliminates the wasted man-hours spent filing, searching, retrieving, and re-filing paper documents. This “found time” gives a business the option of either re-allocating an employee’s time to more productive tasks, or to reduce the size of its workforce.

When information is freed from the physical limitations of paper and converted into an electronic format, it becomes a more valuable strategic resource. DIS-Imaging™ allows you to create electronic documents that can be viewed, searched, and printed from virtually any networked PC, while retaining their original look and feel — complete with text, graphics, photos, and color.

- *Create electronic documents that can be searched, viewed, and printed from any networked PC.*
- *Save thousands in annual storage and administration costs.*
- *Have access to the electronic documents at any time and from any location.*

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### Problems of a Paper-Based Filing System

- The average document gets copied 19 times.
- 7.5% of all documents get lost, 3% of the remainder get misfiled.
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it.
- There are over 4 trillion paper documents in the U.S. alone — growing at a rate of 22% per year.
- 90% of corporate memory exists on paper.
- Of all the documents that get handled each day in the average office, 90% are merely shuffled.

Source: Coopers & Lybrand



**Professionals spend up to 50% of their time looking for information.**

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## Paper vs. Electronic Documents

	<u>Paper Filing System</u>	<u>DIS-Imaging™</u>
<b>File Retrieval</b>	May take minutes to hours, depending on whether the file has been properly filed, is on someone's desk, or has been removed from the office. Archived files are a particular problem if they are stored off-site.	You can search and retrieve documents in seconds right from your desktop PC - including archived documents.
<b>Lost Documents</b>	According to Cooper & Lybrand, 7.5% of all documents get lost, and 3% of the remaining are misfiled.	It is virtually impossible to lose a document filed using DIS-Imaging™.
<b>Document Sharing</b>	Requires making multiple copies using a copy machine. The average document gets copied 19 times and most of the copies get filed.	Everyone accesses the same digital document, eliminating the need for physical duplicates.
<b>Sending Documents</b>	Mail 2-5 days, overnight mail, fax (poor copy). Faxed copies can be seen by anybody that walks by the fax machine.	Print, fax or e-mail documents. E-mail can be password-protected so that only the intended recipient can view the document.
<b>Storage Space</b>	One incurs the cost of filing cabinets plus the cost for the space that they require.	Approximately 23,000 documents can be stored on one CD, which costs under one dollar. Active files reside on your server (which requires minimal space).
<b>Customer Service</b>	When a customer calls you must usually pull the file and call him/her back. Many times this results in a game of "phone tag."	Customer files are retrieved instantly from any networked PC, reinforcing your professional image and avoiding many return phone calls.
<b>Disaster Protection</b>	Inherently vulnerable to physical insults (e.g. fire or water damage).	Duplicate electronic backups may be maintained off-site.

- *It is virtually impossible to lose a filed document using DIS-Imaging™.*
- *90% of an organization's knowledge resides in paper.*
- *Print, fax or e-mail documents with our system using password-protected security at the document level.*
- *Approximately 23,000 electronic documents can be stored on a single CD costing under one dollar*



**The time saved by electronic documentation is enormous!**



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