

Special Report

If a CEO Knew the Facts, Every Business Would Have a Document Imaging System

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The Most Significant Office Advancement since the Computer



The greatest technological advancement since the computer and the copy machine is in document imaging. Ninety-five percent of an organization's information still resides on paper, and although networks are indispensable in most organizations, they simply cannot share information which is not in an electronic format. Document imaging converts paper into electronic documents which can easily be shared across a network and around the world. In other words, your filing system will be turned into your **Information Center**.

Benefits of Document Imaging

Document imaging can be defined as scanning paper documents into electronic replicas that can be stored and shared over a computer network. It addresses multiple issues in office automation such as:



1. Document distribution or document sharing
2. Reducing the time spent finding a needed document
3. Reducing the time spent filing a document
4. Reducing the money spent on storing paper documents
5. Protecting ones business in the event of a disaster, and
6. Improving employee morale

The Problem with Copy Machines



Organizations turned to copy machines to replace the need to use carbon paper to create multiple copies of a document. The problem is that copy machines only address one function in office automation; that of document distribution. Because a paper document can only be in one place at a time, to distribute the information, one must make copies of the document and then distribute them. According to a study by Cooper & Lybrand, the average document gets copied 19 times. Adding to the paper problem is the fact that over half of these copies get filed and, when email is introduced into an office, documents skyrocket by 40 %.

Documents can be Viewed by Multiple People at the Same Time

Unlike a paper document, electronic documents can be viewed by multiple people at the same time. Because they can be routed electronically, a document imaging system will reduce postage costs and the internal man-hours spent copying and routing paper documents. According to an HP research study, more than 40% of internal office communication is through hardcopy documents. With our system, sticky notes can be attached to the electronic documents allowing you to communicate your thoughts about the document to a co-worker, vendor or customer.



Finding Documents is Easy

One of the greatest benefits of a document imaging system is that it significantly reduces the amount of time spent finding a needed document. According to a study by Cooper & Lybrand, 10% of all documents are on somebody else's desk, removed from the office, or misfiled, and 3% of all documents are lost forever.

According to Gartner Research, office workers waste 10 hours per week sifting through paperwork. When factoring in the speed of retrieving electronic files and the amount of time looking for lost and misplaced documents, a document imaging system will reduce the time spent in this area by 95%.



Indexing to the Rescue



But I can't find the documents I need on my computer now! This is because most people try to duplicate their paper filing system on the computer. The result is similar to that of a paper filing system, where there are thousands of documents in hundreds of folders, and you can't remember what you named the file or where you put it.

Our document imaging system eliminates the file folder system and allows you to identify each scanned document with as many search words as you need to find the document at a later time. By electronically indexing the documents, just as Google

indexes a website, you can find every document associated with a key search word or with multiple key words in a fraction of a second. And almost beyond belief, every organization that uses a document imaging system will say that they have never lost a document. The comparison of a manual computer filing system to that of a document imaging system is an apples to oranges comparison.



Free up Time for more Productive Tasks



Another benefit of a document imaging system is the amount of time saved in filing a document. In an office environment, paper must get filed and somebody has to do it. The task can be spread throughout an organization or it can be assigned to a specific person. No matter which method is used, roughly the same amount of time is spent on filing, the only difference is having a \$20 an hour person filing or a \$10 an hour person filing. A document imaging system will dramatically reduce the cost of filing and free up time for more productive tasks. One of our customers replaced 3 ½ employees whose only job was that of filing with a part time employee working 3 hours daily to process paper documents into our system.

Store 2.7 Million Documents for \$125

Are you running out of storage space? For the average business, the need for storage space to house paper files is growing between 20% and 25% a year. Because of this,

many companies are forced to use outside storage facilities which just adds to the cost of a paper filing system. A comparison of the cost of a document imaging system to that of a paper filing system is easy to make. An 80GB hard drive costing about \$125 will store over 2.7 million documents. To store the same number of paper documents would require 337 four drawer filing cabinets.



What Would the Destruction of Your Paper Records Cost Your Business?



One of the inherent problems of paper documents are they are easily subject to damage and destruction from a disaster caused by wind, fire, or water. The loss of customer information because of a disaster could put most companies out of business. The advantage of a document imaging system is that electronic documents are easily copied and stored off-site. With our document imaging system, you can be back up and running in a matter of hours if you ever had to respond to a disaster.

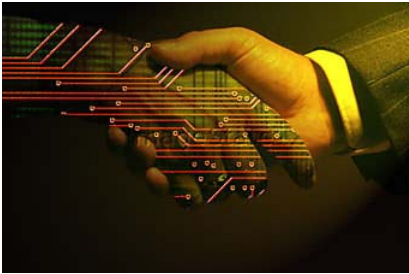
Making Your Workplace a Happier Place to Work

And finally, a document imaging system will improve working conditions and employee moral. If you were to ask the question, “How many people like to file or look for paper documents?”, it would be fair to say that most people would not raise their hand. It’s

time consuming, it interrupts your thought process, and at times it can be stressful. The ability to find the information you need in a matter of seconds from your computer and never have to get up and re-file the document, will not only increase productivity, but it has proven itself to make for a happier employee.



Make Technology Your Partner



For those individuals that like to use paper over electronic documents, simply retrieve the document you need using a document imaging system and print it. But, when you are done with it, don't file it, shred it and recycle it. The cost to use this method is still significantly less than using a paper filing system, and a document imaging system works with the environment, rather than against it.

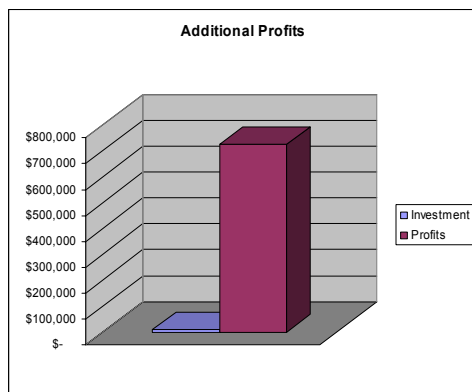
Guaranteed to Save Money

But what about the cost? That's one of the benefits of a document imaging system; it won't cost you anything because you are guaranteed to save money. But, purchasing a document imaging system is like buying a piece of clothing, one size does not fit all. Just like there are different sizes to fit different body shapes, there are different size document imaging systems to fit different organization needs. The most costly system doesn't necessarily mean it is the best one for your company. If you make the proper selection, you will be guaranteed to save money year in and year out.

Case Study

Walters Gardens, Inc.

Walters Gardens, Inc. is the largest perennial plant grower in the world, with its headquarters in Zeeland, Michigan. The company maintains a workforce of more than 360 year-round employees. Their product line is comprised of nearly 800 varieties of perennials and they harvest approximately 15 million plants per year. They process over 2,000 orders daily and the average order can be changed over 20 times before it is shipped.



They have used our document imaging system for the past five years and these are the measurable economic benefits that they have experienced over this time frame:

- IRR = 3898%
- Addition profits = \$724,000
- Payback = 1 month
- For every \$1 invested they got back \$85.16

Conclusion

Every business wants the benefits that a document imaging system provides:

- Increased productivity,
- Improved customer service,
- Reduced costs,
- Better business decisions,
- Improved employee morale, and
- Disaster protection.

Yet most businesses never purchase a system even though a document imaging system can have an enormous positive impact on their organization. The reason for this anomaly is that the people charged with the responsibility to gather the information and evaluate the different products only can answer the latter of the two questions.

1. Should we purchase a document imaging system?
2. Which one?

The only way to answer the question: should we purchase a document imaging system is to do a cost/benefit analysis.

So what should be your next step? The next step is to have your administrative assistant call and schedule a telephone conference call to access our working together on this project. If we both decide to go forward with the project, we will prepare a cost/benefit analysis for free. This analysis not only addresses the initial investment in a document imaging system but the total benefits of ownership.

You are now faced with a decision.

- **Decision 1:** You can keep doing nothing and keep getting the same results you're getting.
- **Decision 2:** You can invest in a document imaging system and get real, tangible results.

It is your choice. Call 616-847-5055 or email me at randy@disusa.com and schedule an exploratory telephone appointment.

To greater results,

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