

White Paper

**Are You Searching
For Ways to Increase
Office Productivity?**

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Are you searching for ways to increase productivity?

In today's cost-sensitive environment, no enterprise can afford to waste resources or miss opportunities. Therefore, it is vital to remove any barriers that prevent employees from accessing critical information and performing their jobs. Primitive paper filing systems no longer meet the needs of businesses in today's marketplace. In contrast, a document imaging system is a common-sense solution, providing employees instant access to the information they need.

According to Garter Research, the problem in office efficiency lies in the fact the average office worker spends ten hours per week (25% of their time) looking for information. The reason: 90% of all corporate information still resides on paper and one in every ten documents is lost, misfiled or is lying on someone else's desk.

According to research studies by Delphi, IDC Meta Group, HP, and Cooper & Lybrand –

- Businesspeople spend 60% of their time handling documents.
- More than 40% of internal office communication is through hard copy documents.
- Documents account for up to 40% of labor costs and 15% of revenue.
- 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.



For \$12.50 / hour for one year, our document imaging system can increase the productivity of your office staff by three full-time employees for life.

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The following organizations illustrate what can be achieved with a document imaging system:

- Walters Gardens, Inc eliminated 26 file cabinets, released three file clerks and the receptionist now does the work of three people.
- Amoco Corporation decreased staffing in their accounts payable division by 65%.
- Trigon Blue Cross increased productivity by a net 15% for HCRs and avoided hiring 30 employees at a cost of \$960,000.
- CareAmerica experienced a 24.6% increase in productivity.
- Whirlpool reduced data entry costs from 47 cents per customer to less than a penny, saving them \$1.2 million per year in their recall department.

Industry after industry has demonstrated that a business should be able to achieve a minimum of a 15% increase in productivity using a document imaging system.