



DataView

Document Management System

THE BUSINESS CASE FOR ELECTRONIC DOCUMENT ARCHIVING

You'd be surprised how many companies—big and mature enough to know better—have no earthly clue how much they spend on managing documents. But there is a real business case for Document Management Systems.

Document Management software products help businesses reduce dependency on paper by managing records electronically, improving communication between multiple branches and elevating customer service. In addition, keeping your data in a central repository, or electronic "file cabinet" boosts efficiency, improves document security and closes the loopholes that will inevitably impact your bottom line.

When considering the return on investment for a document management system, consider the following:

- 1) **How many hours do your employees spend filing documents?**
- 2) **How many employees are involved in filing documents in your organization?**
- 3) **What issues are you trying to address with document imaging?**
- 4) **Are there any legal or regulatory compliance requirements for your data (Sarbanes-Oxley, HIPAA, PCI, etc.)?**
- 5) **Are all employees able to access the documents? Are there remote users or multiple sites that need access?**
- 6) **How long does it take to find a particular document?**
- 7) **How long does it take to re-file the document once it is removed from the folder?**
- 8) **How much time is spent attempting to locate missing documents?**
- 9) **What is the potential impact or cost of a lost document?**
- 10) **What is the annual cost of mailing paper documents? Do you have to FedEx documents?**
- 11) **What is the annual cost of printer supplies, maintenance, and paper at your organization?**
- 12) **Do you have to shred documents once they are past the retention period?**
- 13) **Do your customers allow sending electronic documents rather than paper documents?**
- 14) **How often do customers call asking for a copy of a document?**
- 15) **Will your vendors send you electronic documents rather than paper?**
- 16) **How often do vendors call asking for a copy of a document?**



DataView

- 17) What is the annual cost of printer supplies, maintenance, paper, and labor to make duplicate copies of documents?
- 18) Does your company take advantage of discounts for prompt payments?
- 19) How much time is spent converting data from a report to a spreadsheet for analysis or management reporting?
- 20) What is your disaster recovery plan for your paper documents? Do you maintain a second set of paper records?
- 21) What is the square footage taken up by the paper files currently?
- 22) What does your off-site backup or long-term storage of paper files cost?
- 23) What is the potential exposure of missing documents from an audit?
- 24) Do you store confidential records?
- 25) How do you track who has accessed documents?
- 26) Do you want to integrate Document Imaging with other applications already in place?
- 27) Do you currently have any document scanners? Do you have a Copy machine that can scan to a network folder?

About DataView Document Management System

The DataView Document Management system makes it easy to quickly store, search and access any type of electronic document. DataView helps companies of all sizes across multiple industries to decrease the labor costs associated with document management by automating the entire process. Every document associated with every transaction is automatically created by the DataView system—or can be easily scanned in. Significantly improve efficiency by eliminating unnecessary duplication of documents and reduce the time spent looking for information. With DataView, customer documents are literally at your fingertips. DataView is a highly scalable solution that allows you to add additional components that further enhance the system's overall capabilities.

To learn more call (603) 893-9090 or visit www.caisoft.com/dataview.



1 Tara Boulevard, Suite 200
Nashua, NH 03062
(603) 893-9090
www.caisoft.com/dataview