

# 6 FAQs about managing documents

What you really need to know



## Paperless or less paper?

The paperless office is about using less paper and taking digital initiatives to reduce your paper load.

The reality is that processing paper costs time and money and is inefficient compared to the digital alternatives available.

## The true cost of paper



A document management system (DMS) should help you to manage your business, by removing the inefficient management of paper.

Here are 6 questions you need to think about when considering a document management system.

Does the DMS offer:

- ❓ Mirroring of your paper based filing
- ❓ Integration with existing systems
- ❓ Easy training & adoption by staff
- ❓ Fast, efficient filing & retrieval
- ❓ Smooth running on existing hardware
- ❓ The ability to hold unlimited data

## Becoming document efficient



According to a recent YouGov\*\* study "31% of respondents said that if they weren't looking for documents, they would be spending time on business development."



Choosing the right DMS should help your business use far less paper and become highly document efficient.

\*<http://www.pwc.co.uk/> [www.yougov.co.uk](http://www.yougov.co.uk)

If you'd like advice about document management systems, please contact us!



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