

Why go paperless ?

No matter what industry you are in, **your organization produces a lot of paperwork**, needs frequent access to past data and is more likely to be audited.



As your business grows so do your records and if you still rely on paper, it might be wise to change your mind.
if you are looking for ways to increase profitability and efficiency, well it's time to start your digital archiving strategy.

Paper archiving disadvantages



Bulky filing cabinets take up a **great deal of space**



An office employee spends **5 hours per week, on average** searching for paper records stored in filing cabinets or off-site storage facilities



Cost of storage is bound to become prohibitive



Paper documents can be easily **lost, mishandled or damaged**



Working with paper documents makes collaboration **extremely difficult between departments**



What is electronic archiving?

Electronic archiving helps you simplify the way you scan, store, search and retrieve information as easily as 1,2,3.

1



Digitize your active files and records related to your customers, suppliers, employees through your MFD

2



Index and file all your documents in a structured folder architecture with a naming convention

3



Leverage a powerful **search engine** and retrieve any content you need right from your workstation or mobile device

Top 3 benefits of performing digital archiving



Greater worker productivity

- > **Search and retrieve** information instantly
- > **Access information anywhere** (office, home, business trip) and anytime



Cost savings

- > **50 % for operational costs reduction** including office space, filing cabinets storage space, copying and supplies



Increased Security & confidentiality

- > **Avoid unauthorized** access to paper documents
- > **Significantly reduce risks of loss**, improper storage or destruction of information