Are you Managing your Documents or Are They Managing You?
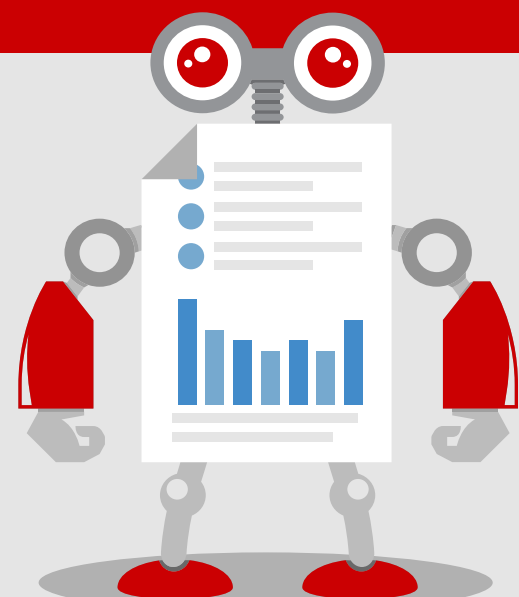
Your organization spends considerable time creating, retrieving, and storing documents.

Document management systems help give you greater control over your documents with audit, search, security, workflow, and routing capabilities. They also track and store data, help reduce costs, and help you meet regulatory requirements.

1/2

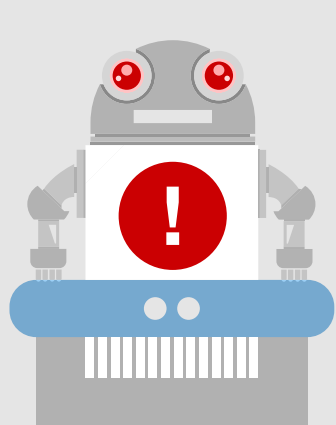**Still, more than half of all organizations have an unmanaged document environment.**
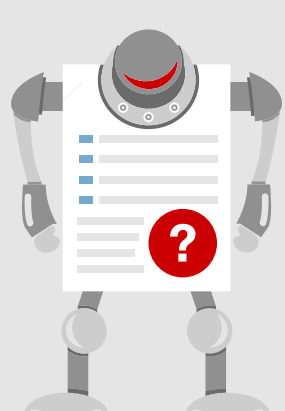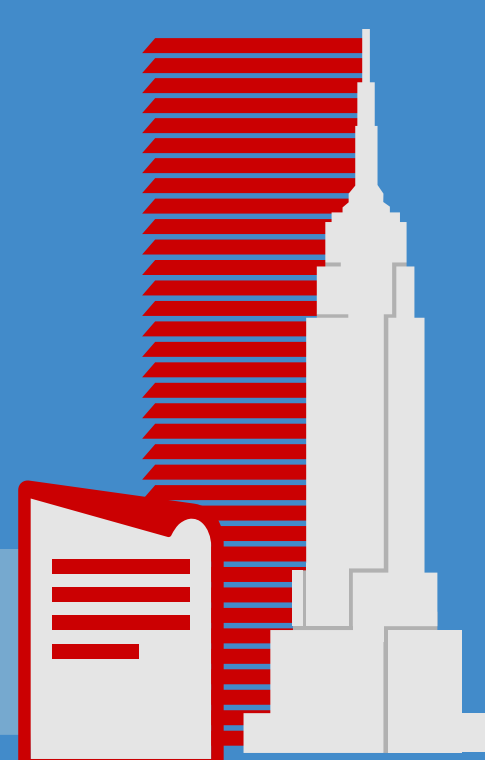
Lost	Stolen	Misfiled	Destroyed

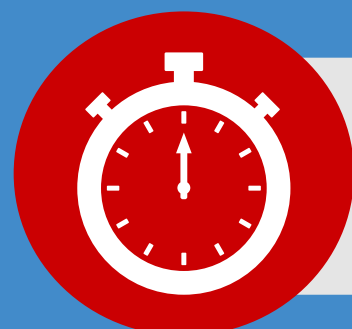## Costs of an unmanaged Document Environment

Average cost to:[1]
Recreate single "lost" document: **$220**
Find a misfiled document: **$120**

In the U.S., people used **627 billion** sheets of 8.5x11" paper in the home and office in 2012[2]

Cost of a file cabinet and the space it takes in an office: **$195 per year**[3]

Workers spend an average of[4]
7 minutes to file a paper document
5 minutes to retrieve a document

Costing you an average of[5]
$.33 per office worker minute
$1.06 per manager minute

With so many companies lacking this essential tool, there's a huge competitive edge just waiting to be seized. Here's a few of the advantages you could realize:

Improved Economics:
Enable efficient processing of documents and **save up to 30%.**

Easy Retrieval:
Retrieve documents in seconds without leaving your desk.

Efficient Collaboration and Distribution:
Instead of sending paper documents, provide online access to the documents, saving print and distribution costs.

Cut Paper Costs:
Eliminate unnecessary printing and save between $.51 and $.70 per page.[6]

Disaster Recovery:
Store documents in multiple locations, providing disaster recovery in ways not possible in paper-based systems.

Increased Security:
Track and control access to documents at the folder or document level for different groups or users.

Consistent Indexing:
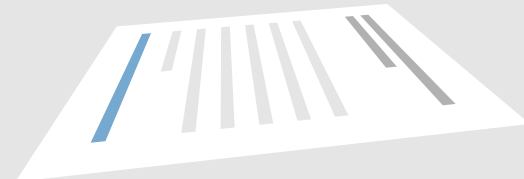Documents are easily filed based on rules and accessible in multiple ways using search tools.

Increased Client Satisfaction:
Respond to client issues faster and with more accuracy.

Need to know where your document management capabilities stand?
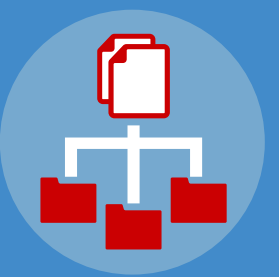
TAKE THE PRODUCTIVITY CHALLENGE

This web-based document workflow assessment tool from Canon Solutions America helps you evaluate business process performance in 5 **KEY AREAS:**

Document Management	Print Management	Document Distribution	Accounts Payable	Sustainability

Benchmark your performance against other organizations and find out where to focus your efforts for the most impact.

Canon
CANON SOLUTIONS AMERICA

productivity-challenge.com

Sources:
1 Association for Information and Image Management (AIIM)
2 InfoTrends forecast
3 State of Nevada study
4 InfoTrends estimate
5 BLS salary data with 20% benefit costs.
6 ALL Associates EDAM model