

DocClarity

HOSTED SOLUTIONS

“Going Green” Via Online Document Management: Smart for Your Business and Smart for the Planet

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Experts estimate that by “going green” -- or paperless -- the average business can cut costs, minimize risk, and increase efficiency while helping to save trees and energy. Most businesses typically spend countless dollars, time, energy and space maintaining paper business records.

Looking at it differently; by adopting a document management initiative which can eliminate your content nightmares, you get the **automatic** additional benefit of a go-green strategy. So keep it simple. Don't say you need a document management initiative for your go-green strategy. Look to the **business benefits** of a document management initiative. The go-green strategy comes along with it!

DocClarity's SmartCabinet® is a 100% outsourced and managed content management system, designed specifically for the commercial real estate industry and delivered as a Web-based SaaS solution. SmartCabinet captures, stores, manages, delivers and preserves all written and electronic content, placing it online for easy access and sharing.

Benefits of going paperless include saving natural resources, reducing copying and distribution costs, minimizing your risk of loss, and making more efficient use of time. In these challenging economic times, you should be considering the business value of these benefits:



Show Clients You Care

Advancing a document management strategy supports the green movement and demonstrates your company's leadership in this area. Recent calculations by Conservatree estimate that 40 cartons of printing and office paper uses 24 trees; and paper waste is the biggest item in any company's landfill. Electronic document management enables you to cut your consumption of paper, ink, toner, fuser, electricity and the fossil fuels made to produce them – promoting goodwill at every level.

Cut Costs

A study by Coopers & Lybrand (now Price Waterhouse Coopers) estimates the cost of paper management to be about \$50 per document. This includes the cost of paper, printing, fax/copier equipment and supplies, distribution, mailing costs, courier services, filing supplies and cabinets, storage space, as well as staff time handling, managing and filing paper. Businesses have reduced on-site meetings because everyone has immediate access to the same documents during a virtual discussion.

Paperless companies trade filing, storage and maintenance costs for unlimited storage space at a fraction of the cost. By digitizing documents you also streamline administrative processes such as billing and accounting, reducing the cost of manpower needed for recordkeeping. With a SaaS system such as SmartCabinet, you also eliminate the cost of hardware, software or annual maintenance contracts. Companies have reported a rapid ROI by saving up to 80% in document distribution costs.

Minimize Risk

Although paper may be the appropriate choice in certain situations, relying on paper records comes with certain risks. For example, in the case of a fire or burglary, having your files already backed up virtually will

considerably reduce overall loss. Everyday filing errors or memory lapses can also cause a business to lose time and money finding or recreating those documents. Archiving records into a secure, central repository through document management minimizes these risk issues.

Increase Efficiency

Document management enables companies to control the creation, routing, approval, and publishing of documents. Documents traditionally in paper format, such as invoices, patient records, insurance forms, and corporate policies, are typically copied and dispersed to many disparate locations – oh and by the way, sensitive and confidential attachments sent via email are not secure. By converting these paper-based documents and processes to electronic workflow and notification procedures, a single copy can be instantly accessed securely from any location without it being printed, shipped and then later archived or discarded. Plus you now have the back-end audit of the document routing process. A business that has implemented a document management initiative has all documents in one place; they have implemented a taxonomy for document titles, doc types and subtypes and they are all maintained virtually and are easily accessible.

Done correctly, embracing a document management strategy will reduce your operating costs, minimize security risks and increase your efficiency while quietly and seamlessly reducing your business carbon footprint on the environment.