

Electronic Document Management

Learning to manage documents in a digital world.

Enabling your business to more effectively capture, store, retrieve, deliver and preserve its documents and information.

What is Electronic Document Management? Well, it really depends on who you ask.

Electronic Document Management (EDM) means learning to manage documents, information, and data in a digital world. EDM could mean different things to different people.

- **Document Management:** Using hardware and software to store, manage, and retrieve both electronic documents and scanned images of paper-based information.
- **Document Imaging:** Capturing paper-based information and converting it to electronic images that are stored in a digital repository.
- **Document Capture:** The ability to capture and index data from paper-based documents during the scanning process.
- **Records Management:** Systematic control (capturing and maintaining) of the creation, receipt, maintenance, use, and disposition of records.

Regardless of the application, the ultimate goal of any electronic document management solution is the effective management of business data and information. In fact, few people doubt that document management is an important technology—with almost 90% of US organizations considering it important or extremely important.

There are a few things to consider with Electronic Document Management.

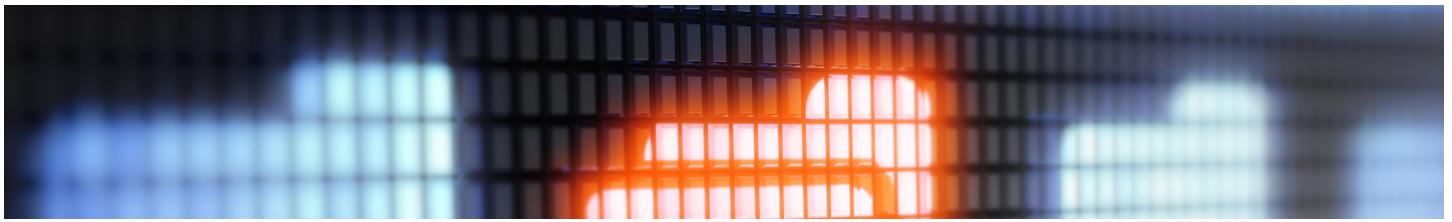
You should consider the importance of managing digital information and maintaining the integrity of the source. When implementing an electronic document management solution, one should consider:

- What is the document, and why is it needed...?
- How / By whom will the documents be accessed...?
- Do the documents contain sensitive information...?
- Are there legal compliance and privacy law issues...?
- Legal retention — active vs. archived...?
- Document longevity — kept how long...?

Source files must be a reliable / accurate representation of the original. When evaluating a solution, the archive file must be reliable for 5, 10, even 30 years.

For “electronically born” documents, retaining the native format is most desirable. For paper-based files, PDF is the global standard for capturing, viewing, sharing, archiving, distributing, and meeting legal requirement(s).

PDF allows for full content (text) searches as well as the addition of metadata (data about data). Increasingly, business trends illustrate a preference for the greater capabilities (searchability, security, structure, portability, etc.) of PDF as opposed to formats such as TIFF.



Information doubles every 18 to 24 months. The ability to quickly and easily access documents and data has become increasingly important. Stratix Systems' EDM solutions provide an effective way to ensure that your information is always available—whenever you need it.

Here are a few pointers to get you started with an Electronic Document Management solution.



Find the Right Fit: Choose the product package that's the "right fit." There are plenty of options out there—go with one that meets your objectives, not with features you'll never use. The EDM system should be able to locate native (e.g. Word, Excel, e-mail, etc.) and converted (e.g. PDF) files.



Envision the Process: Select a file format (e.g. PDF) that is not dependent on, or proprietary to, the EDM system. Take the time to plan and diagram the paper-to-digital process as it will exist within your daily workflow.



Pick your Priorities: Depending on your objectives, you could begin by selecting the document collection that requires the most storage capacity and / or the highest rate of reference, or sensitive files requiring extra security.



Eliminate the Errors: Choose a folder structure / method for storing and organizing your digital files. It is important that the EDM system can automate the filing process—eliminating any potential errors that may arise by doing it manually.



Keep it Safe: Consider what level of access and security your EDM system and documents require. Security options include user-authentication, check-in / -out, version control, Active Directory, SSL connections, and access permissions.



Remain Compliant: Consider an EDM system that can meet the most current storage, retention, and legal requirements—as well as federal, state and local legal compliance (e.g. HIPAA, FTC, GLBA, ISO, Safeguard Acts, SOX, and SEC).

So, how much can handling and mishandling paper really cost you?

The following statistics will illustrate why your business really should embrace document management technology.

- The amount of data US businesses and organizations maintain is more than 30 times greater than in 2000.
- The number of pages consumed by US business and organizations increases 15-20% annually.
- Pages per employee increases nearly 10% annually.
- Dollar cost of a document, as a percentage of total company revenue, ranges for 6-14%.
- 75% of the cost of a single document is in the management and logistics.
- US professionals spend over 650 hours annually reviewing, routing and looking for misfiled documents.
- 80% of information is retained on paper, even though >80% of those documents are already electronic.
- 15% of documents are misplaced; 7.5% remain lost.
- 30% of documents contain obsolete data.
- A four-drawer file cabinet that holds 15-20K pages, costs \$25K to fill and \$2K per year to maintain.
- It costs \$20 to file a document, \$120 to search for a misfiled document (that's if it can be found), and \$250 to recreate a lost document.

Data, information, and statistics were gathered from trusted sources, including: AIIIM, All Associates, CAP Venture Group, FutureLawOffice.com, Gartner, IDC, and Inc. Magazine.

Learn More. For more information regarding Stratix Systems' Electronic Document Management solutions, call 610.374.1936 or visit us online at www.stratixsystems.com.

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