Paper-Based Systems

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Paper-based systems have been effective years in many types of businesses. Paper is used to track numbers, files for audits, and many more business-critical processes. Paper has been at the cornerstone of all business for the last 100 years. However, many companies are going digital. What does this mean for business in the information age?

Common mistakes with paper-based systems

The first mistake is misplacing documents. Every business has experienced the clutter of papers on your desk. Then you put them in a box in the corner and after a while, it becomes a mountain of paper. Once an auditor or boss comes in demanding to see the numbers from six-months ago you begin searching. This wastes valuable time and energy that could be spent figuring out solutions to current problems.

The second mistake is transferring documents between departments. Companies have many departments and shuffle documents between them like a pinball machine. Waiting for someone to finish with the file wastes time as well. Having a digital system setup for reducing the time wasted could save you thousands of dollars.

The last mistake is losing or destroying papers. Companies move files around so much that papers get ripped and torn. Then they have to reprint and remember where they left off. Losing papers is not any better. Often you cannot reprint a lost paper because you don't know the numbers that were on them. Lost papers equals lost revenue.

These three common mistakes could all be avoided and the lost revenue and time can be reclaimed.

Digital system

Companies that intend to keep their competitive advantage and customers will be forced to go digital. Companies that cut down on costs can charge less for the same product. Allowing more customers to buy their product over the competitors. Competitive advantage is just as important. Digital systems give you faster results and data. Data that can be displayed in visuals and tracked within the hour of production or waste. Enabling faster action to correct or repeat the event.

Here are some of the most important documents to digitize first. The first is your audit forms. These are critical and create headaches when auditors come. Having the documents ready within minutes when the auditor arrives makes both jobs easier. Next is compliance documents. Quality assurance and safety are extremely important for your image with the public but also the government. After that, it is employee onboarding. When you hire a new employee they have to sign legal papers, healthcare papers, emergency contacts. This adds to the clutter of filing cabinets and can be resolved with a digital system. Lastly is paper form data entry. Tracking critical KPI's are important, yet, visualizing your data is essential. Looking at charts and metrics allow you to see trends and duplicate. Enabling you to create the same effect time and time again.

Reclaim your money

What increases your operational costs? Create a list of processes or departments that require the most capital.

What steps do you need to take to begin a digital system? List who drives your departments, oversees processes, and are stakeholders.

To wrap up paper-based systems and start saving time and money ask yourself these questions. Create the lists. Find out where to start the digital process. Finally, total up the amount that you will save versus the amount spent per year.

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