

Green computing project

Benefits of going paperless

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Introduction

Paperless is a concept that involves the elimination of all paper use in the home, office, or " can save money, productivity, save space, documentation and information sharing easier, keep personal information more secure, and help the environment

Adapting paperless office can save money and time both.

Consider a scenario where Mr. A has got the appointment of an important client.

For the meeting Mr. A has to carry some paper which he has forgotten in the office. The only option for Mr. A to get those paper is that he has to return back to office and get those papers from there (time is wasted and might lose the client).

Now consider the situation where Mr. A has those documents in his e-mail. He can easily login and get those documents from there or he can access his office machine from his laptop using VPN connection. Mr. A can then proceed with the meeting and can get the contract from that client.

The concept of a paperless office has been around for decades, but most workplaces still use a lot of paper. Why? There are a few reasons, but the biggest one is the fact that human beings resist change.

Doing everything digitally means learning new protocols. We've built habits around paper. But those habits cost time and money.

Your paper consumption means lost hours creating documentation. This might include printing, copying, faxing, and scanning. That's not even the tip of the iceberg with costs, though.

Employees spend hours filing (and locating) paper documents, and companies need space to house file cabinets for those paper copies. Some of those documents contain sensitive information, which means that they can't just be discarded — you have to pay to store or destroy them. Then there are the costs of paper supplies and, of course, the cost to the environment.

Today we have the technology to create a paperless environment. But to make that leap, you need to understand the benefits so that you can communicate them to your board, shareholders, employees, and other stakeholders.

You need to develop a comprehensive strategy, and the entire company needs to commit to new protocols to make the endeavor a success.

This guide will lay out the benefits and strategies to cut your paper use and improve your bottom line.



➤ **The Importance of Going Paperless**

The environment is certainly a consideration in going paperless. According to the EPA, the U.S. paper industry is the second largest energy consumer in the country. Not only does it contribute to deforestation, but pollution is released into the environment during the production process. Then there are the collateral impacts of paper use. Transporting paper products to market requires fuel, and using ink cartridges and other equipment involved in printing has environmental ramifications.

Environmental issues should be a concern for all of us, but switching to a paperless office can also help you stay competitive. Technology is quickly improving the speed at which we can consume and disseminate information. Paper options are fast becoming outdated. If you want your company to stay competitive, it's important to adopt more productive means of communicating.

➤ **Benefits of going paperless**

The advantages of paperless office processes cover every area of productivity and organization in your business. We've talked at length about reasons to go paperless, office workflow, and productivity. Here, we'll discuss some actual statistics to highlight cost savings and other paperless benefits:

- Over 50 percent of office space is devoted to files and storage. Moving to a paperless workflow means that you'll have twice as much space to use more productively.

- Paperless offices save \$80 per employee per year. That may not seem like much, but it can add up.
- It costs roughly \$20 to file a document. Give or take, that figure accounts for the time it takes for employees to file and retrieve documents throughout their lifecycle.
- Misfiled documentation costs companies time. According to Gartner, lost and missing documentation costs companies four weeks per year.
- More than 70 percent of businesses would fail in the event of a catastrophic loss of documents. Digital options to store and back up documents are superior to paper documentation because floods, fires, and tornados can't wipe out your entire database if it's in the cloud.

➤ **Reasons to go paperless**

- It's greener. Each company and person can reduce energy consumption by making a few changes in the way they use paper.
- Being environmentally friendly is a selling point. You can promote the fact that your company is using green initiatives and going paperless as part of your marketing strategy.
- It improves productivity. Digital solutions allow for a streamlined workflow, which increases productivity. Documents can easily be shared and updated without transferring information found on paper copies.
- It improves customer service. Greater access to information allows your customer service representatives to easily and quickly access client files and address any issues.
- It reduces office supply costs. Reduced paper use means that you'll incur lower printing and supply costs.
- It reduces search time. Paper documents are often difficult to locate, with more time going toward finding them than using the information once it's located. Digital solutions mean that your staff has access to every document they need on their computer or device.
- It protects documents in case of disaster. Paper copies have to be physically housed, either onsite or elsewhere. In the event of a fire, robbery, or natural disaster, those

documents would be lost forever. Documentation saved in the cloud or backed up in other ways is protected no matter what happens at your office or storage location.

- It's more secure. Many people worry about cyber security when they consider switching to digital records. Of course, your company does need to employ a solid security protocol, but the truth is that using a digital document management system will allow you to set better access protocols to protect your data.
- It improves office organization and reduces clutter. Moving to paperless solutions will allow you to get rid of files that take up valuable space and cost money. It also means that there will be less clutter throughout the office.



i. Get Access Anytime, Anywhere

Getting and using information within seconds—not days—is the norm in today's global and mobile world.

With electronic documents, workflow automation tools, and the cloud, you can create and route documents and data that can reach the right people, right away, without manual intervention.

ii. Find Information Faster

It's estimated that employees spend one-third of their time looking for paper documents.

Electronic documents are easier to file and find because they can be indexed using keys like date, document type or other user-defined criteria. You can even use full-text searching, making it simple and quick to find important business documents—on-premises or in the cloud.

iii. Automate Your Manual Processes

Process automation is the intelligent management and routing of information through a business process or workflow.

With process management software, you can build business rules to route, distribute, and store electronic documents, reports and other data. You can also collaborate with colleagues or customers by sharing documents digitally so they can be reviewed, edited, and saved.

iv. Capture Data Automatically (Instead of Re-Keying)

Using web-based forms technology to collect and exchange information not only speeds up the process, but improves data quality.

Digitally captured data is more reliable and means access to better information, faster turnaround, and lower costs because pre-printed forms and mailing expenses can be eliminated. In addition, inbound data can be integrated with back-end applications, and custom forms or documents can be generated from applications automatically, eliminating manual processing.

v. Speed Up Approval Processes

Companies utilize electronic signature solutions to speed up approval processes for external and internal documents.

Electronic documents can be signed digitally and routed for the next step quickly, reliably, and securely. This can speed up purchase requests, loan approvals, expense reports, contracts, and much more.

vi. Bring Documents Together

If you're in a business where various documents have to be assembled, routed, and distributed, going paperless is a huge boost to productivity and speed.

By using document assembly software, you can automatically pull together a single custom document from multiple other documents, which might come from different sources and be in different formats. And you can save, route, or distribute it to customers or vendors.

vii. Customize Documents to Meet Your Needs

Customers want business documents to meet their unique needs.

Electronic document management systems and e-forms solutions allow you to create personalized electronic or paper-based forms and reports to fit customer formats or unique business processes. You can also set up your files to be split, formatted, distributed, and archived automatically.

viii. Prove Compliance

These days, regulations such as HIPAA and SOX require companies to take documented measures to maintain data confidentiality and integrity.

Paper-based systems make tracking and managing data more difficult and expensive than electronic-based systems.

Electronic document management systems can provide an audit trail of when documents are received or sent. Built-in security prevents unauthorized access, maintaining data confidentiality.

ix. Save the Environment

With global warming and excessive CO2 polluting the environment, the world has begun to see the value in going “green” and reducing our carbon footprint.

Going paperless by utilizing electronic document management systems helps cut down on deforestation and pollution, leaving more trees to do the dirty work of absorbing carbon dioxide (and slowing down global climate change).

x. Make Customers Happy

Many customers prefer self-service over calling you and waiting on hold.

You can securely provide key information to customers electronically, enabling them to inquire on their own when convenient. In fact, providing electronic access to all relevant data not only gives customers more accurate and complete information, it makes them happier and more loyal customers.

➤ Problems

i. The Potential for Human Error

The potential for human error is possible even with electronic record systems. From transcribing wrong names to incomplete scanned documents, training employees about newer technologies when going digital is paramount. Stored documents are also susceptible to accidental deletion. Accept that errors will occur, but with solid training, the benefits of going paperless outweigh the challenges.

ii. Should You Digitize Old Files?

It will take time and money to scan all your old files. How many years worth of files are you required to store by state and federal mandates? If zero, consider setting a date to transition to going paperless. Regardless, set a deadline as a smart goal for your staff to meet and overcome reluctance. You also can outsource the digitization of paper files, especially since most companies will pick up the files, to keep your focus on serving your customers.

iii. Hardware Failure:

One of the top threats of a paperless office is a hardware failure resulting in lost data. The company must regularly back up its data especially in the case that equipment suffers a breakdown. Cloud-based storage can protect the company from vital data loss, particularly in the instance of flooding or fire.

iv. Security Failure

First and foremost, the company must secure protection against hackers and ensure that customer data remains fortified. Always be transparent with customers about how you use their data and what's happened to it. You'll need antivirus and firewall security along with encryption technology. If a hacker gains access to your data, the encryption prevents them from using it.

Going paperless will save you particular costs and give you bonus points with customers for doing better by the environment. However, you must accept that you will still deal with paper in your daily business conduct since other businesses may not follow similar policies.

It takes time to adjust to a new operation. Implement the process in stages. Contact us for more tips on going digital and other considerations of doing business in the technological age.

➤ Paperless solution

There's never been a better time to commit to decreasing your paper use. Paperless office solutions are plentiful, and there are a lot of great alternatives to traditional filing methods that will help you gather and make sense of your data.

Another great thing about some of the digital solutions available is that they allow you to cross-reference and run reports on aspects of the information you collect to get a much fuller picture of your company's health as a whole and different aspects of your performance. For example, if you collect information through Jot Form, you can view your submissions in several different

formats and quickly access analytics and reports. Trying to accomplish that level of analysis with paper documentation would mean many hours of intensive staff labor.

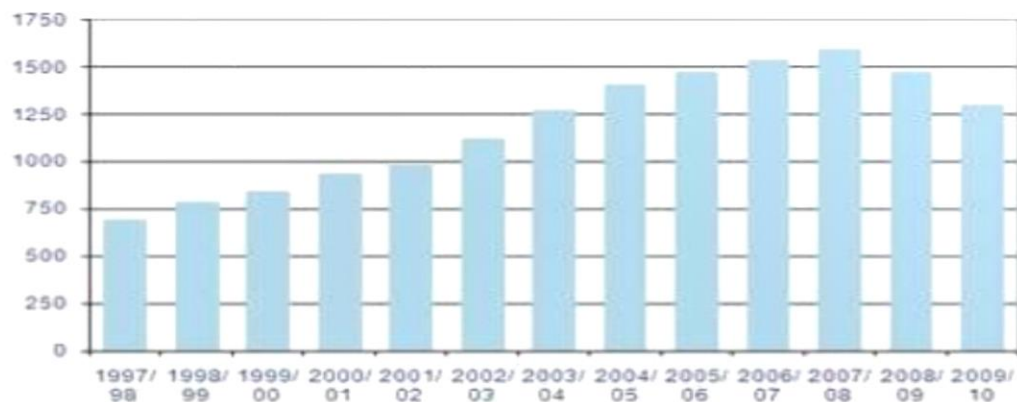
There are solutions to accommodate just about all aspects of your business that you'd like to transition out of paper. If you want to stop using Post-it notes and legal pads, there are a number of apps you can use on your tablet or mobile device that allow you to take notes and even add notations to company handouts. If you want to digitize all of your client files, there are many highly rated document management systems to choose from.

The technology is currently available to find paperless solutions for every single task. While we don't suggest banning all paper outright, you can easily use paperless office tools to move in that direction while improving productivity.

Paper Collected From Households For Recycling

Thousand Tonnes

Last Update May,2011



Graph shows paper collected from households for recycling .in1999-2000 it was only 80 thousand tones but after 10 years in2009-2010 it is1250 thousand tones. it is maximum in year 2007-2008.

➤ Paperless Apps

There are paperless office apps available for every type of device. Some of these apps are free and can be implemented as company-wide initiatives. There are also plenty of great applications you can purchase for use across your organization.

- **GoogleDrive:** This free app allows you to save all formats of files to your Drive or a company Drive and share them with others.
- **Dropbox:** Dropbox has both paid and free subscriptions, according to the amount of storage you need. You can upload the app to any device to access your documents wherever you are, and you can allow other people to access your Dropbox folders or send files via Dropbox.



- **Evernote:** This app allows you to save all types of notes, from receipts to handwritten doodles.
- **Kindle:** You can choose any e-reader, but the Kindle is a good example. It allows you to upload books or even a full library to one handy device, and you can change your magazine subscriptions to be digitally available on your e-reader.
- **AdobeReaderandEchoSign:** Adobe's apps let you work with PDFs, make notations on them, and even add signatures to important contracts and documentation.
- **Cam Card:** This app lets you make the most out of your networking events by giving you a way to digitally save and use all of the business cards you collect.
- **Mobilephonecamera:** No matter which phone or provider you have, you likely have a decent camera. You can take clear photos of any document you'd like to save and either upload them to your computer or email them to yourself to file.

- **Economic saving**

The beauty of going paperless is that it not only saves the environment but it also saves companies a lot of money.

By automating business processes and transitioning to more eco-friendly workflow solutions, companies can save tens, hundreds, and millions of dollars this year, and every year.

Paperless faxing and OCR (Optical Character Recognition) software allows organizations to reduce phone lines and data entry costs while eliminating costs of ink, paper, and associated labor costs.

With Paperless Productivity, companies will never lose a document again.

- **Cost**

Handling paper can account for 30% of organization's overhead. This number considers the average number of hours spent by working doing tasks such as creating, filing, distributing, retrieving and destroying documents.

According to one report, in an organization on an average any document is copied 9 to 11 times at a cost of about US\$23. And to file that document, it cost US\$25. And cost to retrieve a missing file is US\$153.

Main hurdle for maintaining a paperless office is mental and not technological. 10 to 20 years ago, it was files which were backed up and if lost, business gone. But in the twenty-first century, good backup procedures are followed.

Now-a-days, the new trend is to eliminate backup media such as tapes, CD's, DVDs entirely and use commercial online storage services for backups.

This will save thousands of papers and provide security from dangers like fire and flood. Although this incurs some initial cost and takes time to do, but once done then it is all maintenance.

Paperless office benefits both organization and environment. Some of the benefits are:

- Lesser paper cost
- Less pollution
- Fewer paper uses
- Lesser waste disposal cost
- Lower storage costs
- Less energy use
- Less storage space needed
- Less trees cut

- Lower postage costs
- Less pulping
- Easier document handling
- Less waste to be recycled, burned, or sent to a landfill
- Less waste production by the organization
- Less landfill capacity needed

- **Save on printing**

Paper can be expensive to use for something so simple. According to an Inform IT report, the average employee uses 10,000 sheets of paper per year at a cost of roughly \$80 per year per employee, and that's just the cost of the paper.

Printing has extra associated expenses, such as the price of purchasing, maintaining the printers and the price of ink. Every printed piece of paper costs a company money, and few of the printed sheets do anything to bring money in. Most printed documents in an office are for internal use and do not contribute positively to the bottom line.

By moving to a system where more tasks are done in the digital space, a business saves money in all of these areas.

- **Save on storage**

Storage of papers incurs cost. Storage requires filing cabinets which in turn require office space.

If amount of papers used in the organization are reduced, one will be able to free up office space by removing filing cabinets and expense of buying new filing cabinets can also be saved.

One can compute how much is spent on paper storage on paper storage by counting the number of filing cabinets one have. Then, measure how much floor area they occupy. Multiply both values to know cost of maintaining that filing cabinet. Based on that number one can know how much it costs to store paperwork. If paperwork is stored offsite, it will have additional cost in terms of bill for storage.



- **Destruction**

It is not only the storage which costs money, destroying unused and unimportant papers also costs money.

Most of the paper produced winds up in the trash within a few years of its first being produced. And, organization must pay for each piece of paper that goes into the trash.

Also, if papers are sensitive and confidential, shredders are used to destroy them which add expense in the form of worker time, along with electricity consumed.

One of the biggest expenses a company has is often its physical office space. A business is paying a lease and lights as well as heating and cooling. All of these costs go up the larger a space gets.

In many modern offices, stored paper takes up much of the room. Unlike employees, however, paper is dead space - much of it doesn't contribute to a company's revenue in any way. In a paperless system, many of the records stored around an office could be digitized and the physical copies thrown out.

With the reduction in paper, the amount of room a business needs to operate could also be reduced. That extra area could be used to bring in new employees that will contribute to the company, making more money. Or a business that reduces its space requirements could find that it is able to move to smaller and cheaper premises.

- **Save on distribution**

The Inform IT report noted that for every dollar a company spends in printing costs, it will spend another \$6 handling and distributing that paper.

Paper documents have to be manually filed, which can take an inordinately long time and can lead to filing mistakes that suck more time as they are corrected.

Costs also are incurred moving paper around whether via interoffice mail or through regular post. Companies spend on envelopes, stamps and postage as a result of being paper dependent.

By moving to a digital system, businesses can save on other costs associated with paper that are not necessarily apparent immediately.

- **Organizational realities**

Paperless mean less paper. It is possible to scan all document on the computer.

There are many benefits of paperless documents are handier. It is easy to search documents.

The data, documents and information are safe and secure paperless office are more environment friendly. It reduced the amount of paper generated every year. The other benefits are:

- Less time looking for paper work
- The ability to access most documents in seconds
- The ability to access all documents from home

- **Changing Over**

A good scanner is the key for moving towards paperless. We need to scan our paperwork and scan on the network.

Hardware

One can get printer with built in capabilities of scanner. Most of the documents are created on spreadsheets, email, word processing or database application.

It is better to maintain its electronic format.

- **Some popular scanner**

Fujitsu scan snap 1100, Epson workforce DS 510, canon 4508B002.A scan PDF file consumes 250 kb per kg for black and white documents and 500 kb for color.

If we store black and white documents, we are able to save 4000 pages per 1 GB of drive space.

Software

Paperless software solutions are widely available. Reviewing and choosing the right one for your business takes some research and a good understanding of what improvements you'd like to make in your organizational workflow. You should also pay close attention to how the software vendor handles customer service, because great training and 24-7 support are important.

When choosing your document management system, make sure to name point people inside your organization who can take the lead in learning the system and communicating with your vendor. These people will become the resident experts, giving employees a convenient place to take their issues and find resources to better understand the software.

There are companies that specialize in certain industries. While this can be an excellent option, you might also find a great system that's more out of the box or general use. You should verify that the system you choose has been used by similar companies or can be personalized for your use.

Here are a few document management systems you might consider:

- **MicrosoftSharePoint.** This system has an excellent reputation and a lengthy history with well-known companies. It also integrates well into most standard programs.
- **OnlyOfficeAscensiosystem.** This system is available in cloud-based format and as internal software. It integrates well with standard programming and is highly rated among IT experts.
- **AdobeDocumentCloudstorage.** This is a great system if you work primarily with Adobe products, though it doesn't integrate well with other common file types.

A good scanner should come with driver. The driver should allow the management of resolution, color bit depth, file type and default folders.

PDF

Reasons to consider PDFs are:

- **Open format:** PDF formats declared a standard.

- **Multi Platform:** PDF files are viewable in windows, Linux and many mobile platforms.
- **Accuracy:** A layer of digitized text for easy searching.
- **Security:** PDF can be easily signed and password protected.
- **Searchable text:** easy to search text for easy information location

Work smart

- **Be realistic:** Look at your documents and decide which one you really need.
- **Naming:** Each document should be labeled immediately after scanning.
- **Set up filing system:** Filing system should be easy navigated.
- **Shredding and recycling:** Once you scan, what needs to be shredded and what needs to be scanned and what needs to be kept.
- **Know your limits:** Establish specific goals for scanning.

Once you get electronic version of fax, one can decide whether to keep it or not.



➤ Paperless Billing

Many companies are now offering paperless billing as an option for their customers.

Things which customers do is just log on to a website provided by company where they can pay their bill each month. Rather than printing and mailing the monthly statements to the customers, companies simply send a reminder e-mail to customers who can then pay their bill online using the website.

Advantages of paperless billing

- Save 150,939,615 pounds of paper
- Save 1,811,275 trees
- Avoid producing almost two million tons of greenhouse gases

- Avoid creating more than a billion gallons of wastewater in the paper production process
- Avoid using over 100 million gallons of gas to mail payments
- Access Your Statements From Anywhere
- If you receive a paperless bill, it doesn't matter where you are — if you have access to the Internet, you have access to your statement. If you're out of town for work or vacation, you won't have to worry about what vulnerable information is left sitting in the mailbox while you're away.

Paperless Billing

Go Paperless! Save time, trees and clutter with **Paperless Billing**. Paperless Billing provides instant notification when your bill is ready, including the amount due and the due date - all in your email notification!

Signing up is easy.

If you already have a MyAccount, [click here](#) to sign into your account and select Paperless Billing.

If you don't have a MyAccount, [click here](#) to create one and then start Paperless Billing.

Did you know? If all U.S. households viewed and paid bills online it would save approximately 2.3 million tons of wood, or 16.5 million trees.

Complete paperless billing might not be feasible solution for organization.

Esker, document process automation firm, inquired 150 North American billing and invoicing managers about their companies' billing practices. According to this study, Esker observed that 28 percent of customers refuse to accept any invoice that doesn't come via regular postal service.

Paperless billing not only saves money and paper but also saves time. The Esker study showed that many companies have adopted paperless billing to save time and not money or trees.

By adopting paperless billing, many organizations save lot of time in the task of billing because they don't have to take any extra efforts to physically mail the bills.

Same study revealed that approximately 106 hours per month are spent by three employees to generate and mail the bills. Time it takes to generate the invoices is only 15% of total time.

Remaining time is spent on printing, envelope stuffing, addressing, and mailing the bills.

Study by Javelin Strategy and Research showed that if bills are paid online by every U.S.household then 16.5 million trees per year would be spared.Paper based billing involves not only paper but many things like envelopes, trucks and planes to transport them all over the world.

Handheld vs. the Clipboard

Clipboard, a small board with a spring clip at the top, is used for holding papers.It provides support for writing. Any person who is working with papers makes use of clipboard.

As organization is moving towards paperless environment all the people who are associated with clipboards are going high tech. They replacing those clipboards and papers with PDAs(personal digital assistants) and tablet PCs.

- **Paperless management**

The task of building a paperless office system may look overwhelming but, in the long run, it saves time. It also improves the work environment overall because it eliminates some of the stress caused by lack of organization and lost documents.

A major driving force behind adopting a paperless management system is improved access to your documentation. It's important that you plan ahead and use best practices to manage your paperless document storage.

The Process of Going Paperless

The Start

Your firm decides to go paperless. Set up best practices for transition.

STEP
1



STEP
2

The Research

Look into scanners that fit your needs. Be sure to get a TWAIN compliant scanner.



STEP
3

The Software

How will you store your files?
Cloud based? On site?
Do you need a provider with
an APP for your phone?



STEP
4

The Production

Begin process of scanning your
files to your new file location.



STEP
5

Paper Push

Decide where you are going
to store your hard copies.



One of the biggest advantages of going paperless is the fact that paperless document management is more efficient. Whether you're using free software or a document management system, digital records are easier to store, find, and use.

The task of building a paperless office system may look overwhelming but, in the long run, it saves time. It also improves the work environment overall because it eliminates some of the stress caused by lack of organization and lost documents.

A major driving force behind adopting a paperless management system is improved access to your documentation. It's important that you plan ahead and use best practices to manage your paperless document storage.

Here are a few best practices to keep your digital files even more accessible:

- **Name files accurately and consistently.** Digital files can be just as easy to lose as paper ones if you're not careful about how you name them. Set a protocol for how files are named. File names might include the client name, or files may be housed in a client file, by project. You can also include the date.
- **Role-based access.** Not everyone in your company should have access to every type of file. You should develop role-based access that allows employees to access only the information that's pertinent to their responsibilities.
- **Employee logs.** A document management system that logs file activity will let you assess which employees work with files and when. This is also an excellent tool to verify who authored changes to a document and when those changes were made.
- **Destroy or recycle paper documents.** If you're digitizing paper files, there's no reason to keep the paper copies once the digital documents have been created. Make a habit of destroying or recycling those files immediately so that they're not kept in storage or scanned again by mistake.
- **Purge records on a schedule.** Depending on your industry, there may be a legal mandate for how long you need to keep client files. Any tax records need to be held for seven years. After that time period, you should purge all records from your system, even digital ones, to make room for new records.
 - Paperless Storage and Backup

While you no longer need to house paper files in storage facilities or take up large portions of your office with paperwork, your paperless office will still need storage — the digital kind. Digital documentation demands a robust protocol for storage and data backup. Lost documents can cost your company time and money.

When you work in a completely digital environment, you have to prepare for any event that could compromise your data. You might have a system failure and lose files on your server. Typically, most businesses set a schedule to back up all of their work once a day. That allows them to have access to the bulk of their documentation with only a few things to one day's worth of work missing company wide. For larger companies, backups often take place much more frequently because the sheer amount of data loss over even a few hours can be exceptionally costly.

Smaller companies might opt for thumb drives or removable hard drives to store their backups. This can be an excellent option. Remember to move that storage tool to a different location. Having a saved backup next to your computer won't do much good if the office burns down in a fire.

A more effective method is cloud storage. You can save the backup to Dropbox or another cloud storage option so that the backup is easily accessible no matter what happens at your real-world location.

Larger companies frequently use data storage vendors that can monitor their sites and provide backup and data storage according to company needs. These companies often specialize in data recovery and can aid in monitoring your server for threats. Depending on the size of the company, an internal IT team might work with the outside vendor to strengthen the storage and data use capabilities and guard against attacks.

➤ **Methods of going paperless**



If you're interested in going paperless at home, work, or both, it's important that you start by assessing where you use and accumulate the most paper. Most organizations and people won't be able to completely eliminate paper overnight. If you break it down into actionable steps, you can get in the habit of using less paper. You'll save money and be more efficient.

While each company and household is different, here are a few general steps to give you an outline for how to map your own strategy:

- **Start with a comprehensive assessment.** You can't improve a process you don't understand. Whether you have a small business, run a large corporation, or are trying to organize your five-person household, start by looking at each area of your organization and noting how paper is used.
- **Develop a strategy for improvement.** There are a few different ways you can tackle your strategy. You might decide to make small changes first, such as switching to digital magazines or moving to electronic bills. You might prioritize areas where streamlining the process will improve customer service and organization. If you're trying to sell the idea of going paperless to the CFO or other financial staff, showing the profitability of going paperless is the best option because it validates any expense and training time.

- **Get employees on board.** Changing processes can be daunting for employees because it requires retraining. It's important that you offer thorough explanations for going paperless and provide educational material to help employees understand the stakes for the company, the environment, and themselves.
- **Make each new initiative mandatory.** A problem many companies experience when adopting a new system is that not all of their employees use it. For example, if you invest in software solutions to manage your documentation, you won't get the best ROI from that investment if your employees don't use the software to its full capabilities. New processes can't be offered as an option. They need to become company-wide protocols if you want to fully realize their benefits.
- **Analyze your results.** If you're going to commit to making these changes, run reports and analyze how well your initiatives are improving the overall functioning of your business. Your successes will inspire you to launch better initiatives, and seeing where you can improve will help you tweak the process for greater productivity.

➤ **Paperless workflow**

- Your paperless workflow is an important aspect of planning for and launching new processes. If you're a competitive company, it's likely that you already have a great many paperless processes in place simply because the technology makes sense for your business. No matter where you are in your paperless journey, you already have a workflow. Creating a paperless workflow simply means following your current workflow but substituting paperless processes where you used paper in the past.
- Documenting the current workflow can help you visualize more places where you can make changes. Your workflow is not set in stone. It should be a living document that can be edited as improvements are made. Employees can also benefit from a documented workflow to help understand their responsibilities and aid in training.

How to go paperless?

How will document management software help?



- Easy document import
- MS Office integration
- Create and edit PDFs



- Simple workflow
- Route documents
- Connect remote offices



- Integrated scanning
- Multiple scan profiles
- OCR & Rubber Band OCR



- Full-text search
- Document profiling
- Search by version



- System level rights
- Export /import rights
- Ownership overrides



- Back-up and restore
- Customizable templates



- Email alerts
- Quick email
- MS Outlook integration



- Audit trail
- Version control
- Watched folders

▪ India in a sweet spot to migrate towards paperless

Digital payments have now gone mainstream due to the recent financial reforms this country has witnessed. With the Digital India push the goal of digitizing India has already begun.

The government has been introducing various reforms and amendments for a faster transition as a digital economy; Digital transactions have increased; cashless payments are catching up pace.

According to the Finance Ministry of India, the operations with cash has been reduced by Rs. 28, 000 corers in 2017. Also, online transactions have increased considerably due to proliferation of e-commerce, digital banking, mobile wallet etc.

One of the rationales behind removing physical currency is to stimulate an environment for digitization. These reforms and movements in Indian economy have not only led to a financial reboot, but also, we have seen a shift in acceptance to become digital natives.

2018 is about to mark another reboot for India with the country inching towards a paperless economy. Government has been encouraging agencies, companies, and organizations to go paperless.

Today, we can complete entire process of opening a bank account online without any need to go to physically get it done. This is the major reason our government has been urging us to link our bank details to the Aadhaar card as it will help India to become a digital and paperless society.

Today there are close to 300 million new bank accounts using Aadhaar Ids in a paperless manner under the Jan-DhanYojana scheme.

Digital signatures have also been on a rise in the past one year. All the documents are valid and legal with only a digital signature.

Digital signatures offer additional security and provide a higher sense of authentication leaving no gap for documents being forged. India is taking a leap towards the paperless economy with the adoption of digital signatures on a large scale and the term will soon be mainstream.

Apart from these, digitally approved documents are accessible from anywhere at any time and hence, reduce overhead charges that come from couriering and storage infrastructure.

This saves time and energy otherwise wasted on manual search. Also, the government has made it mandatory that most of the important Government filings are done through e-filing with digital signatures.

Many Indian states are in the process of adopting digital signatures some of them are associated with companies like eMudhra to help them go forward on this digital path.

As 2017 comes to a close, we are now standing at a point where India is on an upscale and inching closer towards its dream of going digital. With encouragement of cashless transactions and digital signatures for a paperless economy, India will soon be digitally more advanced than its global counterparts.

We have seen a drastic change in past one year with regards to our mission of becoming a cashless and paperless society with millions of people preferring online payments.



India now has laid the foundation through Aadhaar and Digital signatures to be a paperless economy. Sounds jazzy, but there will be significant work to be done to achieve the milestone of going paperless. Going paperless will mean we will now have to work towards creating an ecosystem for zero documentation.

Government on its part has created the right ecosystem by way of e-Kyc, e-Sign, digital locker and unified payment interface (UPI). It is now for the industry to build applications around these to go completely paperless.

Impact on Environment

The only way to protect the environment from paper waste is to go paperless. In a paperless world, each year the average worker can save:

938 gallons of water

2.5 trees

56 gallons of oil

595 KW (kilowatts of energy)

12.15 cubic feet of landfill space

Greenhouse gas emissions would also decrease by 3.9 billion lbs annually— which is equivalent to removing 355,000 cars from the road! These benefits aren't just environmental. By going paperless, your organization can save a ton of money! In fact, a company with only 8 employees can save \$10,000 a year just by ditching paper. You would also save on ink and toner costs, which add up to \$3,230 and \$5,600 respectively. Even more so, businesses lose 15% of their important documents, which costs around \$120 in labour to find, and \$220 to finally replace. Your annual cost benefit can be upwards of \$20,000

One of the best ways to help is to simply switch to electronic and digital signatures. This simple step really has a huge positive impact, just think of how many times a day you rely on paper documents! Companies, like Signority, help you automate and digitize your document signing process with their electronic signature solutions. This leaves you with a lot less paper, and extra time to do more important things— like save time on costly internal operations and the planet!

We need to reduce, not recycle. The paper industry is out-dated, unnecessary, and extremely harmful. If we don't change our ways soon and go paperless, we may lose our chance.

Switch to digital, and switch to a more environmentally friendly business... one small step for the office, one huge step for mankind!

Overusing papers affect not only to company's bottom line but also to environment. This section explains what overuse of paper is doing both globally and locally.

Paper production is the biggest source of wood consumption. US alone consumes around 200 million tons of wood products and number is increasing year by year. US paper producers consume one billion trees.

Losing tree and forest land is not the only problem. The process of deforestation has released more than 120 billion tons of Carbon Dioxide (CO₂) into the atmosphere. Also, more than 3 million tons of chlorine is used each year to bleach paper.

Chlorine is a major source of the carcinogen dioxin, and it is regularly dumped into rivers and streams as waste water.

The paper industry is the fifth largest consumer of energy in the world. This over-use of paper has a huge impact on a company's carbon footprint – not just from the chopping down of trees to make the paper, but also on the fossil fuel power used for printing, and the chemicals involved, too.

To produce just one ton of paper, it is estimated that 253 gallons of petrol is used. In turn, to make just one piece of A4 paper requires 10 liters of water.

- **Is going paperless good for environment?**

Going paperless helps to reduce CO₂ (carbon dioxide) emissions. Turning a single tree into 17 reams of paper results in around 110 lbs of CO₂ being released into the atmosphere. Additionally, trees are also 'carbon sinks' and every tree that is not cut down for paper usage is able to absorb CO₂ gasses.

Clearly, going paperless is a big tick for the environment. Here are five clear reasons why.

a) Save trees

Worldwide, use of paper has risen by 400% in the last 40 years. This increased usage takes a huge toll on trees. Rapid deforestation – much of it to produce paper products – is a huge concern for our environment. Trees play a critical role in absorbing CO₂ from our atmosphere and producing oxygen to support life on our planet. By reducing or eliminating your use of paper, you are doing your bit to preserve the life of trees.

b) Cut down pollution

Did you know that paper manufacturing is one of the worst offenders when it comes to pollution? Making one tone of paper emits more than 1.5 tones of CO₂ equivalent. Using less of the stuff will help to reduce the number of pollutants in our atmosphere.

c) Reduce transport

Every document that is transported across town or across the world uses up fuel. And the burning of fuel releases greenhouse gases.

By switching to a digital document sending solution – where a signed and secure document is sent with the click of a button – a lot of fuel can be saved.

d) Save water

It takes 1.5 cups of water to make 1 sheet of paper. In a world in which fresh drinking water is a growing concern, this is certainly food for thought. By going paperless in your office, you are helping to conserve our world's water sources.

e) Use less of the other stuff

It's not just the use of paper that's bad for the environment. There are the other consumables that go along with it – like ink. Production of ink uses fossil fuels; most inks contain chemicals and other substances that are harmful to our environment.

▪ **Paper Document or Electronic Document?**

Information and Communications Technologies are transforming our world on a daily basis. In a fast moving global economy, international trade, by adopting electronic technologies, could save billions of dollars every year. Switching from paper documents would increase security and transparency in supply chains and provide Governments and the private sector with higher revenues.

Electronic information is also easier to process and more reliable. It reduces costs and delays all along the supply chain. Since goods cannot travel faster than the information that controls them, speeding up the information exchange makes trading more competitive and efficient.

But despite the rapid developments in ICT, traders and administrations continue to use billions of documents in paper format every year. The costs involved, as well as the complexity of the documents and the procedures, are a major burden for Governments and business. And for small and medium-sized companies, these costs act as a major disincentive to engaging in international trade.

▪ **Challenges for Developing Countries**

For developing countries, adopting electronic trading may be difficult. Not only are these countries separated from the developed world by the “digital divide”, but they also have few resources for introducing the necessary infrastructure requirements.

They can benefit, nonetheless, through the greater efficiency that will be achieved in the private sector and government agencies, and the resulting lower logistics costs.

▪ **Role of Government**

Governments should take the lead role in setting up a healthy business environment for electronic trade. They themselves have much to gain from promoting paperless trade. However, traders have to bear the larger share of the costs.

The costs and benefits should therefore be internalized to reward them for their efforts. For instance, as a reward for submitting electronic documents, Governments could grant traders preferential treatment.

▪ **Parliament and state assemblies to go paperless:**

Ministry of Parliamentary Affairs has embarked on an ambitious project to convert the entire proceedings of Parliament and 31 state legislatures completely paperless. The entire project is designed and developed as per the rules and procedures of the respective houses.

Two houses of parliament and 31 state legislatures will go completely paperless which means over 5,300 members will now use digital technologies, saving tones of paper and plenty of time.

Ministry of Paramilitary Affairs has been working on an ambitious project called National E-Vidhan or NeVa to enable all the state legislatures and the two houses of Parliament to go completely paperless.

Everything like submission of notice by a member for asking a question, its acceptance, relevant correspondence with the concerned ministry, and receipt and processing of the information will become completely paperless.

National E-Vidhan project will completely remove the need for use of paper in all the business transacted by the Parliament and state assemblies.

Members will be able to submit their questions even by using their mobile phones and the reply will also be made available to them on their phones. And it will be available to other members and general public as well at the same time it is presented to the respective house. The technology used in National E-Vidhan project is platform neutral.

It's not just that the interaction of members with the respective house will be made paperless, the entire functioning of the respective houses, from receiving questions to processing of information and receiving of replies and preparation of committee reports, each and every legislative function performed by the house will be made paperless.

“The department can upload the answers, and as per the rules of the house they can be deemed to be submitted to the house. All members can see the answers without any paper being transacted,” adds SurendraNathTripathi, who is driving the entire national E-Vidhan project under Prime Minister NarendraModi's ambitious Digital India Mission.

The Digital India Mission is aimed at leveraging digital technologies in every sphere of the government functioning to increase the efficiency and cut the time and cost involved in the process.



Under the National E-Vidhan Project, the government will spend Rs. 740 crore on making each and every legislature in the country completely paperless, this will be shared jointly by the central government and state governments.

NeVa project has been implemented in Himachal Pradesh on pilot basis and 8-10 more states will adopt the system in next 6-8 months

The entire project and technology will be provided by central government's National Informatics Centre (NIC).

▪ **Odisha (India) State Assembly to go paperless**

Odisha's State Assembly plans to go paperless by digitalizing its legislative processes.

It will implement a digital system that fully automates the functioning of the legislative Assembly and minimizes the use of paper through online communication.

The technology is similar to the system that was set up in Himachal Pradesh in 2014, called e-vidhan, a project created under Digital India.

Himachal Pradesh was the first state in the country to have a high-tech paperless system.

Earlier this year, under the e-vidhan project, the Kerala Legislative Assembly said that it would digitize all its records and proceedings. When it was announced in May, the government estimated that the first phase of the project would be completed in 14 months. But it would take two years for the functioning of the library and all Assembly departments to be completely paperless.

Once the e-Vidhan project is implemented in Odisha, the decade-old manual system of sending out written replies and notifications, preparing reports, bills, and copies of documents on paper will become a thing of the past, a member of the state committee said.

On the proposed developments under the new project, an official said that the four-seater arrangement blocks in the House will be replaced by two-seater systems. Computer screens will be fitted in front of the legislators which will display questions, answers, and notices regarding the proceedings of the House.

This apart, an app will also be designed for MLAs through which they can access details of the Assembly, list of businesses, bulletins, and committee meetings.

Odisha is also working to modernize its education system. Recently, 9 Kendriya Vidyalayas in the state got 184 smart classrooms.

Kendriya Vidyalaya is a system of central government schools that are instituted under the Ministry of Human Resource Development.

The smart classrooms will be equipped with high-end technology solutions, computers, specialized software for learning, audience response technology, assistive listening devices, networking, and audio-visual capabilities.

The project is expected to help over 12,300 students and was developed under a corporate social responsibility (CSR) initiative, which has created over 400 smart classrooms across the country

➤ **Paperless office example**



1. Phone Book

Anyone remember how heavy these things are? The new paperless phone book is in your phone (or whatever your preferred internet-surfing device is).

2. Map

Do children even learn how to read paper maps these days? Instead of keeping up with an atlas, the new paperless map is in your smartphone or computer. So. Much Easier.

3. Invitation

When's the last time you received an invitation to a gathering that wasn't a wedding or shower? The new paperless invitation is in your email inbox. Best part is you can tell who else is coming and you can RSVP with a click of a button. Done.

4. Coupons

Remember when the only way you could reap store discounts was with a paper coupon? Toss out the scissors because many stores will scan coupons on your phone. So next time you're in a long

line at the store, try searching your phone for a coupon. It'll make the wait go by quicker if nothing else.

5. Magazines

If you have a tablet, this paperless product is something you must try. Many publishers are offering digital subscriptions that cost about the same as print subscriptions except with extra content on the digital version. Like a story and want to see more photos? Just click to see a whole gallery of digital images — something your print magazine never could have done. Of course digital books are also becoming a great option for some avid readers.

6. Online payment, registration or donation

At one point in time everything you registered for, donated to, or bill you had to pay — it all required you to search for a stamp. And an envelope. Now, we can register and pay online for most things. You even apply online to colleges like NC State. Way easier than paper.

7. Encyclopedias and other reference books

Though I have a dictionary on my desk, I can't tell you the last time I opened it. Because it's so much easier search online.

8. Print to PDF

The days of needing a physical file cabinet might soon be over because of scanners and the handy print-to-PDF feature on many computers.

9. Email Receipts

Nowadays stores give you the option of emailing the receipt instead of carrying around a wad of paper receipts.

10. Notes

Whether you're taking notes for class or for work, it's way easier to take them electronically and save for later use. Gone are the days of copying down notes and then losing your notebook. Just back up everything and organize well so you can easily find what you're looking for.

- **Eliminating paper via automation and electronic forms automation**

The need for paper is eliminated by using online systems, such as replacing index cards and with databases, typed letters and faxes with email, and reference books with the internet. Another way to eliminate paper is to automate paper-based processes that rely on forms, applications and surveys to capture and share data. This method is referred to as "electronic forms" or e-forms and is typically accomplished by using existing print-perfect documents in electronic format to allow for prefilling of existing data, capturing data manually entered online by end-users, providing secure methods to submit form data to processing systems, and digitally signing the electronic documents without printing.

The technologies that may be used with electronic forms automation include –

- Portable Document Format (PDF) – to create, display and interact with electronic documents and forms
- E-form (electronic form) management software – to create, integrate and route forms and form data with processing systems
- Databases – to capture data for prefilling and processing documents
- Workflow platforms – to route information, documents and direct process flow
- E-mail (electronics email) communication which allows sending and receiving information of all kinds and enable attachments
- Digital signature solutions – to digitally sign documents (used by end-users)
- Web servers – to host the process, receive submitted data, store documents and manage document rights

One of the main issues that has kept companies from adopting paperwork automation is difficulty capturing digital signatures in a cost-effective and compliant manner. The E-sign act of 2000 in the United States provided that a document cannot be rejected on the basis of an electronic signature and required all companies to accept digital signatures on documents. Today there are sufficient cost-effective options available, including solutions that do not require end-users to purchase hardware or software.

One of the great benefits of this type of software is that OCR (Optical character recognition) can be used, which enables the user to search the full text of any file. Additionally, user-defined tags can be added to each file to make it easier to locate certain files throughout the entire system.

Some paperless software offers a scanner, hardware and software and works seamlessly in separating and organizing important documents. Paperless software might also allow people to enable online signatures for important documents that can be used in any small business or office. Document management and archiving systems do offer some methods of automating forms. Typically, the point in which document management systems start working with a document is when the document is scanned and/or sent into the system. Many document management systems include the ability to read documents via optical character recognition and use that data within the document management system's framework. While this technology is essential to achieving a paperless office it does not address the processes.

➤ **Digitizing paper-based documents**

Another key aspect of the paperless office philosophy is the conversion of paper documents, photos, engineering plans, microfiche and all the other paper based systems to digital documents. Technologies that may be used for this include scanners digital mail solutions, book copiers, wide format scanners (for engineering drawings), microfiche scanners, fax to PDF conversion, online post offices multifunction printers and document management systems. Each of these technologies uses software that converts the raster formats (bitmaps) into other forms depending on need. Generally, they involve some form of image compression technology that produces smaller raster images or use optical character recognition (OCR) to convert a document into text. A combination

➤ **Benefits of going paperless at home**

Going paperless at home can provide a greater level of security to your finances in addition to helping with financial organization and being kinder to the environment. Here at Santander, we encourage financial and environmental well-being by fully supporting paperless banking.

Go paperless for the environment

We are at a crucial turning point in history when it comes to preserving our environment. As a company committed to encouraging eco-friendliness, we at Santander recognize that cutting down on paper can cause an industry-wide reduction in the use of paper while also helping

Go paperless for more security

If you're managing your money using paper statements, an unauthorized person does not need your password to access your files—they only need the paper itself. Anyone can peek into your desk drawer or steal your mail to get a look at your financial files. With secure online paperless banking, someone would need a password to access your account.

For even greater online security, we recommend you:

Change your Santander online account password to a highly secure password.

Set a lock code for your mobile phone to prevent unauthorized access to mobile banking apps.

Password protects your computer.

In addition to these practical considerations, many businesses and organizations now require or encourage electronic document submission. Such systems are widely used for uploading student assignments in the educational industry, submitting employment resumes, and in the processing of government forms and taxes.

Using paperless banking also means you'll have a record of each time you communicate with Santander Bank online, and we deliver paperless statements directly to you.

Go paperless to reduce clutter

When many consumers get their mail, it ends up unsorted, contributing to a large pile near their home's entryway or on a work desk. This can lead to misplaced documents and an overall feeling of compounding stress.

In addition to the organizational benefits of going paperless at home, you will also free up some space. Reducing paper is one of the simplest, most productive ways to cut down on clutter, and it starts by going paperless. Less paper means less clutter.

Go paperless to save money

By going paperless you could also waive the \$3 fee Paper Statement fee that's included on certain types of Santander Accounts. Other household service providers may also offer similar fee waivers for receiving your statements electronically.

We understand that having a way to manage your financial documents and transactions, wherever you roam, is important to your financial health. At Santander, we offer and mobile banking options so you can view account balances and more on the go. You can access your account information at any time and will not have to wait to go home to access your paperwork.



➤ Benefits of Going paperless in government Departments

It's no secret that paper-based processes power government services. Using emerging technology, agencies are moving traditionally paper-based workflows to digital applications. This means everything from processing benefit claims, to paying a parking ticket, or filing for a building permit can now be conducted online. Shifting workflows to digital provides efficiency

gains to field workers, caseworkers and inspectors, as they have constant need to file, organize and manage documents. By moving to digital, paper management tasks can now be reduced – or in some cases, even eliminated.

Going paperless is now more important than ever before. With the ubiquity of mobile devices and cloud computing, agencies have an unprecedented opportunity to provide employees access to documents anywhere, anytime. Below, we provide ten reasons why you should consider moving away from paper, and embracing digital.

1. Automates tasks

Going paperless can help automate traditionally time sensitive tasks, even something as simple as no longer having to pass a piece of paperwork to another co-worker. If document management tasks are now automated, you can have multiple people work on parts of projects, share status easily, and track project needs along the way. You could even set up reminders within a workflow, so an employee is automatically sent a document once a task is complete.

2. Boosts morale

By automating tasks, a lot of time is saved for employees, and the quality of their work is improved. Instead of having to focus on the filing and management of documents, they can focus on doing more work in the field, meeting more clients and doing more tangible work to serve the mission of their agency – the reasons why they joined public service in the first place.

3. Saves employee time

If you're a caseworker tasked with 60 clients, that's a lot of paper to manage. If all those documents are stored online, and accessible anywhere, anytime, you save a lot of time either looking for misplaced files and collecting data.

4. Integrates related technologies

Going digital with your workflows means that you can start to integrate related technology services. Tools like GIS or CRM can all be integrated to give you better insights on city management. Document management is the core, and by integrating various solutions, you can gain a more holistic view of your community and its needs.

5. Cuts cost

Moving to digital can help you with cost savings. Not having to print, mail or store paper can lead to significant cost savings for organizations. And by not having to constantly be moving paper, employees are able to work on more projects.

6. Empowers field workers

By going digital, employees in the field gain access to their most important documents, which can help them become more efficient and effective. For instance, if a field worker is making site visits, they can access documents to update information. And with the cloud, information can automatically be synched – eliminating the need to input and collect data twice.

7. Extracts important data from documents

Documents hold essential information on services. By moving documents to digital, organizations can collect more data and information about users, with better accuracy. They can use this data to help them improve the quality of services – everything from how the document is designed, to how services are disbursed.

8. Creates more efficiency through self-service

By moving to digital, organizations can facilitate self-service initiatives. This will allow citizens to access information 24/7, rather than being forced to physically go to an office. With processes moving to digital, you can become more efficient in processing claims and requests, as citizens have a clear spot to engage with you. Also, you will be able to track more kinds of data and understand the issues and change workflows based on user experiences. This could be anything from tweaking a submission form or eliminating redundant pieces of a process.

9. Generates more resilient communities

Imagine if there is a fire, a flood, or any incident where key documents are destroyed. By going paperless, critical information is constantly available to community members, and can be accessed anytime, anywhere. By storing data in the cloud, you will be able to access your critical information in the case of an emergency.

10. Supports green initiatives

By reducing the amount of paper you use, you can reduce your agency's carbon footprint, and also cut costs.

Going paperless is no longer a matter of if, but rather, when. Government agencies are being asked to do more with less. By reducing the time spent on the management of paper, employees can be empowered to work on more critical tasks to support the needs of their mission.

➤ Economical and Ecological impact of going paperless

A simple way to have a huge impact on the environment is through reducing paper consumption, by from fax workflows. A tree can only produce, on average, 17 reams of paper, and takes about 100 years to grow. By reducing paper usage, companies can have a direct impact on reducing their carbon footprint. After all, more than 50% of paper comes from virgin forests.

Going paperless helps to reduce CO₂ (carbon dioxide) emissions. Turning a single tree into 17 reams of paper results in around 110 lbs of CO₂ being released into the atmosphere. Additionally, trees are also 'carbon sinks' and every tree that is not cut down for paper usage is able to absorb CO₂ gasses. The average tree can absorb around a ton- 2,000 lbs- of CO₂ in its lifetime.

How many reams of paper (and trees) does your organization use every month? Check out your organization's net impact on the environment.

The beauty of going paperless is that it not only saves the environment but it also saves companies a lot of money. By automating business processes and transitioning to more eco-friendly workflow solutions, companies can save tens, hundreds, and millions of dollars this year, and every software allows organizations to reduce phone lines and data entry costs while eliminating costs of ink, paper, and associated labor costs. With Paperless Productivity, companies will never lose a document again.

➤ **Benefits of Going Paperless for Multifamily Communities**

- **Saving Time**



While there will be an initial time investment up front to establish and learn digital systems, for any multifamily community who has not transitioned to digital record keeping, the long term effects and advantages on workload efficiency and reliability far outweigh the time sink. Eliminating things like paper leases, rent, apartment, and maintenance checks benefits any community by saving its employees countless hours of collecting and housing data. That also goes without mentioning the actual real estate that it takes to house the countless stacks of paper!

According to the National Apartment Association, clients of paperless systems can see up to a "65% decrease in the time staff members spend processing payments." This type of time savings certainly applies to most areas of property management including maintenance.

- **Streamline Leasing / Payments**

Payments, delinquencies and ultimately, evictions. A digital system of rent collection can add a level of accountability to every aspect of the payment process. This can also prevent losses in the form of theft by moving money between location and banking center.

Go Paperless. Additionally, moving residents to an online rent payment process can drastically reduce the amount of com estimates that the average office worker can print up to 10,000 pieces of paper per year. The mounting cost of materials alone, as



well as the time involved, is staggering.

Utilizing a digital lease system can streamline the process of leasing by allowing a leasing agent to perform their duties, at any time, from any location.

It is estimated that industry lease agents spend up to 40% of their time dealing with paper documents, searching through files, making copies and attending to all the necessary tasks associated with paper filing systems. Being able to streamline the process allows these professionals more time to do what they do best; sell your property and increase revenue.

Digital record keeping can increase the speed of decision-making and reduce fraud throughout your application process. Filling vacancies with haste is the goal of every property manager when keeping revenue growth in mind.



▪ **Advancing Customer Service**

In an era of de-humanization of customer service by call centers and automated systems, the multifamily industry is uniquely positioned to benefit in the opposite way from technology.

Paperless systems offer the opportunity to personalize the tenant experience. By decreasing wait

times, increasing communication, and offering opportunities equaling flexibility, you can create a huge amenity for your residents. The time savings from lack of paper handling can be realized by increased customer service efforts replacing the previous time wasted.

▪ **Risk Reduction**

Far too often, risk reduction is considered only in the form of reducing physical hazards, and most of risk reduction is focused on maintenance areas. While this is a necessary and real risk, one cannot invalidate the need to protect resident's personal information, as well as the proprietary information of the multifamily community itself. Paperless systems institute change for the better in this aspect.

By establishing protocols and setting standards, paperless systems offer a renewed sense of protection for both your tenants and your own records. Backing up records digitally ensures real-time access to your staff in times of emergency or for daily use.

In traditional thinking, paperless systems can also drastically increase the effectiveness of your action cycles and maintenance systems. Having mobile devices, enabling your staff to finalize apartment and maintenance checks instantly and on site, can save many hours of transcribing and documentation. Digital systems such as Leonardo247 provide on-site accountability and reminders ensuring that no preventative actions are missed resulting in system breakdowns and costly mistakes.

Paperless inspections are on the horizon of being the industry standard. Even in the area of inspections, a multifamily community can benefit from time and cost savings as well as improved performance through the process.



▪ **Time for Change**

The decision to transition to paperless is increasingly necessary. Many multifamily communities fear the evolution to digital systems. Change can upset the balance of even healthy and productive management teams. The truth is, digital is becoming standard instead of supplementary. Appointing a single "captain" to head the transition to digital is wise as this person will be the single point of contact for all staff during the training and implementation

phases. Having a person who is well versed in the system will ease the day-to-day hiccups throughout the transition.

At Leonardo247 we are adept at helping companies make the transition to digital property management solutions. If you are interested in receiving more information about paperless multifamily management through Leonardo247 we invite you to contact us, check out our demo and get more information today. The time for digital is now and Leonardo247 is leading the way for performance management solutions

➤ **Paperless in Classrooms**



- **Going Paperless Saves Time**

The copy machine in the teachers' lounge is an incredibly convenient tool when it's functioning at 100% (i.e. ink is full; paper tray is filled; etc.). Let us repeat that – **when it's functioning** The biggest time-saving benefit of going paperless is that you don't have to make copies of worksheets, newsletters, or any other documents. Whether you teach one class of 25 or seven sections of 30 students, waiting on the copier is not the most convenient use of time spent (let alone your lunch break!). While copying may not be avoided altogether, Class Tag offers ways that you can efficiently communicate with parents that don't require any time at the copy machine.

A great time-saving, paperless tool for teachers to utilize is Class Tag's weekly newsletter templates. Through Class Tag, you can schedule a time to send newsletters and other announcements to parents automatically. Not only that, the follow-up with parents is seamless because they can respond directly to you through the Class Tag platform or app. A final time-saving benefit of going paperless is that there is no stapling, hole-punching, folding, or any other tasks required to create your final product.

- **Going Paperless Saves Money**

In general, teachers are always looking for ways to save money, and going paperless allows you to do just that. For example, when going paperless, teachers (or schools) will not need to purchase (as much!) paper and staples. Further, supplies like ink and toner for the copier may not need to be purchased as often or in large quantities. If you are one of the many teachers that spends out of your own pocket for classroom supplies, going paperless can definitely ease the burden.

There are many apps out there that can assist you on your journey to going paperless in the classroom. However, only offers a way to not only save you time and money, but gives you something back in return. Class Tag is **completely free** for teachers and you can while sending out electronic newsletters, announcements and other communications to parents.

- **Going Paperless Saves the Planet**

As mentioned above but worth stating again, another benefit of going paperless is that you're also going green. Let's be honest – we could all probably stand to focus on using less paper on more than just Earth Day! Making fewer copies of documents helps save our planet. What's great about this benefit is that it is one in which the students can also participate.

Does your school have a Student Council or National Honour Society? Include those students in the recycling program. While this article from addresses sustainability and energy saving costs in schools, he makes a great argument for student involvement: **“the most effective and exciting**

strategy for driving sustainability in a school district is by handing much of the job over to the students.” Give them opportunities to become stakeholders and leaders in the going green process. Another option: make “going green” a competition between students, staff, homerooms, etc. Both students and staff love a friendly competition!

Digitizing class newsletters and announcements is a great starting point for going green. Depending on your class and school size, making those two things electronic could save thousands of papers a week! Work with your students, parents, department, or team members to create “going green” goals. There is no doubt that a paper or “hard copy” of a document is sometimes the most effective means for communication. By doing their best to go paperless, teachers are immersed in a multitude of benefits for themselves, their students, their students’ parents, and the world!

➤ **Conclusion**

The 'paperless office' in the strictest sense of the word as propagated during the 1980s is still not a reality. A mindset of producing paper output still prevails, although Internet technologies have made distributed printing or printing-on-demand a more desirable option. It is concluded that the paperless office is more than just an effective output strategy. An organizational information management strategy is required to ensure that systems and expertise are in place at each stage of the information lifecycle to ensure effective utilization and availability of information. Finding a solution that manages the physical (paper) as well as the electronic distribution, storage, archiving and retrieving of electronic items are key ingredients for success (Mullin 2001).

Although document management and workflow automate processes for the paperless office, the information professional still has an important, albeit much broader, role to play. The information manager understands the internal and external environments of the organization, works across organizational boundaries and is part of the alliance between domain experts, information experts and IT experts. Before capturing or publishing, a judgment needs to be made on each item to evaluate the cost and benefit of storing or archiving and to determine what needs to be preserved or to be destroyed. Furthermore documents need to be evaluated.

To assure reliability, the understanding or anticipating of user requirements and the tracking document utilization. The only difference is that in an automated document management system this will have to be addressed during the design or evaluation phase. As mentioned before, the indexing, searching and retrieval phases can become the weakest link in electronic document management if indexing does not receive the required professional attention. The information professional can play an important role as project manager for the projects and phases towards electronic transformation. This will include identifying the most suitable software packages, managing the digitization (capturing) of existing paper records and managing ancillary costs for implementation such as training for end-users. Document management and automated workflow

are paving the way for electronic transformation and a paperless working environment. The focus on business processes and their automation is preparing organizations for e-commerce in the new economy. It forces organizations to be customer orientated and to operate across organizational boundaries in cross-functional teams, ensuring competitive advantage. Real business integration remains a major challenge that needs to address the seamless integration of existing applications, documents, items, paper, voice and data into the electronic workplace, addressing electronic mail, fax and telephone. The role of the enterprise information portal in this regard should make for interesting research. So, with the advantages balancing out persistently with the disadvantages, just how likely is the paperless global information environment? With figures such as only 28.7% of the world population being connected to the internet and as long as problems such as poverty and poor infrastructure continue to exist, it will remain just another grand idea. At a more local level, the global information environment is, on the other hand, already upon us and greatly in use with the aid of software such as Web 2.0. How likely is the paperless office? From the technological side it is now very much in existence.

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