**Can my company save money by implementing an online document management solution and going paperless?**

The economy dictates that companies do what they can to save on expenses and increase employee’s productivity. In order to accomplish this many companies are exploring the idea of going paperless by implementing an online document management solution. Online document management systems have been proven to make companies more efficient, employees more productive and hence more profitable. There are many reasons that organizations have not yet adopted an electronic document management solution. We will look at a few of them here but these companies almost all miss out on the benefits of the paperless office.

I would sign up for an online electronic document management solution but we cannot afford the IT staff required to maintain a new infrastructure.Inreality, this is a thing of the past. Modern electronic document solutions are easy to install and maintain even for enterprise users. The advent of cloud computing has made deploying the required infrastructure even less expensive with the added ability to increase as their company grows or decrease capacity on the fly. Most cloud based solutions utilize real time backup and redundancy are easy to install and almost maintenance free. Once more you can be up and running in minutes with no IT department required.

My employees will resist any new technology**.** Theymay resist the concept the first time they hear it, but the first time they can find a document in seconds or can edit and share from the road, they will be hooked. In addition electronic document management systems make business processes more structured. This means that your staff will quickly find that they are more efficient than ever before.

Processes based on paper or paper-centric processes tend to take the focus off of the result and shift it to the process. Electronic document management puts the focus back on the results where it belongs. The workflow process becomes more efficient and streamlined. Everyone tends to work the same way. Employees can handle more work much more efficiently than ever before. What’s more a new hire in New York is filing the same way as a new hire in Asia from day one.

Managing documents electronically is less secure than handling the paper in house. In reality the only way to secure paper documents is to lock them in filing cabinets and restrict access to the file rooms. In the first place, if you physically locked your files and secured them how time consuming and cumbersome would it be for your employees to retrieve documents that they needed throughout the day. Then once retrieved and handled you still need to return it to the file cabinet, lock the cabinet and the file room. Online document management software replaces this inefficient and unsecure process with document-level permissions and access level controls. You can utilize passwords to access bank level document encryption, the ability to assign permission-based roles to users and more. These tools almost guarantee that your documents, files and folders and your entire document management system stay safe from any unauthorized access or use. Many of these systems have audit trails as well to track who accessed what file and when. How is that for peace of mind??

Making a return on your investment switching from a paper-based system to a digital system will take a long time. Actually, switching to an electronic document management are almost immediate. An electronic document management system will make all of your employees more efficient, enable your company to process more transactions, enable employees to work from just about anywhere at any time. Making the switch will also save your company in document storage costs, file cabinets, storage boxes and even the real estate to store the documents. By scanning all of your archives you can even have instant access enabling you to re-use valuable information.

There is no way my company can be completely paperless. Going paperless is not a literal term. Every company needs a certain amount of paper be it government requirements or other applicable laws. Going “paperless” is a gradual process to minimize paper to the point where the management of your physical paper is limited to a few required documents. Electronic document management software has an immediate effect on almost every business not only saving time and money but by making companies more efficient and more productive.

Now in order to go paperless how do I take the first step?

First determine your current workflow process. Who will need to be trained to manage the process in your organization? Then write down all features in a document management system that you would like to have and that are important to your company. For example: document security, file sharing, online viewing and editing, etc. This part is most important. Once you have your list together go online and research available options. Be sure that whatever you chose there is a free trial period. Your efforts will not go unrewarded.

Implementing an online document management system is one of the few things that a company can do today that will yield an immediate short and medium term return on their investment.

Doug Thaler is the CEO of Filocity.com. Filocity is a document management software solution that incorporates many of the most technically advanced features to help organize companies and streamline their document management needs. Filocity offers safe, effortless organization with instant retrieval. Sign up for your free trial today at http://www.filocity.com.