



Results Report

mstore could potentially save your organisation £5,772.01

This report explains our calculation of potential cost savings and also outlines the softer, non-financial benefits offered by mstore such as improved client and supplier relations. Every organisation is unique and a more detailed investigation of your business, documents and processes may reveal additional savings and benefits. If you are interested in further exploration of this please [contact us](#).

Document Distribution

Your Saving: £2,088.00

The savings made here are associated with the cost of paper, envelopes, printing and postage. Additional savings are made by removing the need for staff to manually collate, fold and insert paper into envelopes. Our calculator assumes that there are 232 working days in one year and that £1 is saved by emailing a document rather than printing, collating and posting it.

Document Archiving & Retrieval

Your Saving: £2,848.81

Cost savings and benefits are explained below;

Rationalised document storage

Storing paper on-site is expensive because it requires valuable office space and furniture. Off-site storage removes this issue but it can be costly in terms of both finance and time, to access and retrieve paper documents. Using mstore removes these problems by taking the paper out of your business and converting documents to electronic files. (The calculator does not include ongoing external storage costs).

Quick and easy storage and retrieval of documents

Saving documents into mstore is simple and fast. The software allows documents to be scanned in batches and filed manually using any number of identifiers such as order, account or invoice numbers; or automatically using bar codes and/or optical character recognition (OCR) technology. Retrieval of electronic files is equally simple and takes seconds using mstore's powerful search tools.

Efficiency savings and faster responses to customer queries

Through saving time in this way mstore delivers significant efficiency savings associated with tasks such as preparing documents for audits. Customer service and supplier relations are also improved as staff are able to reference documents and answer queries within a few mouse clicks, instead of needing to find a paper document and return an enquirer's call.

Enhanced security for sensitive files

Once a document is indexed in mstore it cannot be deleted or over-written - modified versions of the document are simply attached to the original. The software also provides a disaster recovery system enabling you to cope with crises such as floods, fires, theft and malicious intent.

In addition to this, individual users of mstore are only granted access to the files you want them to see, protecting sensitive documents and enabling you to adhere to legal guidelines surrounding confidentiality. The software automatically creates an audit report so that you can monitor

user activity on your documents and evidence the security of your files. This is particularly beneficial for sectors such as education which must adhere to strict safeguarding regulations and business functions such as human resources which must ensure data confidentiality.

Document Processing

Your Saving: £835.20

The savings here are associated with time spent searching for documents in disconnected storage places, moving or posting paper documents around your organisation and managing processing and approvals by other staff. Keeping documents electronically also creates a saving associated with the loss and damage of paper documents during transit.

A central access point for every document within your organisation

mstore integrates with any task or industry specialist software including packages for functions such as HR, payroll, customer records and student admissions and in sectors including legal, financial, leisure, logistics and education. This means that if a document is archived in an existing system it can be viewed within mstore's interface alongside related documents that may be stored in other electronic locations within your organisation.

Speedy and cost-effective processing of documents for approval

The basic architecture of mstore enables electronic indexing, scanning, monitoring and reporting on all your organisation's documents to create more efficient workflows and save you time and money. The software can be customised easily to work around your organisation's unique processes, allowing you to archive emails, automatically transmit documents, store and route incoming post and move documents quickly and efficiently, in electronic format.

Instead of sending paper documents to colleagues for approval or processing, email requests can be used to prompt colleagues to view a document and/or complete a task. mstore tracks the document management process to enable users to see the status of an individual document at any given time, outstanding tasks that may be associated with that document and the people responsible for those tasks.