



Advantages of Content Management

Increase Productivity

- **Reduce paper Handling Tasks**
- **Un-filing & Re-filing / Copying & Faxing.**
- **Improve Workflow.**
- **Realize fewer lost or misplaced files.**

Savings Opportunities

- **Reduce requirements for or warehouse filing space.**
- **Reduction in storage & retrieval labor hours.**
- **Reduce management waiting time.**

Improved Service

- **Faster customer response**
- **Instantly access files and provide requested information.**
- **Fax and close the file in seconds**
- **Improve internal response.**
- **Find and deliver files electronically or in hard copy**

Increase Control and Security

- **Easy file backup.**
- **Access files on a need to know basis.**
- **Establish Rights / Control Access.**
- **Store “backups” at a secure or offsite location.**
- **Reporting on all file activity within the system**



Studies on Document Filing

Price Waterhouse Coopers

The average office:

- Spends \$20 on labor filing each document.
- Spends \$120 searching for each lost document.
- Loses 5% of all filed documents.
- Spends \$250 recreating each lost document.

Earnst & Young

Advantages of electronic filing:

- Filing electronically can triple process capacity.
- Electronic filing can reduce staff time by 50%.
- Digital files reduce storage space by up to 80%.
- Electronic filing automatically creates backup.

Impact of Imaging on Staff Time

Scenario

- (3) Administrative staff members.
- \$12.00/Hour is the average earnings.
- 100 New documents per day are filed.
- 25 documents per day are retrieved and refiled.

Results

Save 25% of filing time	1 hr. & 40 minutes	\$20.00
Save 85% of retrieval & refile time!	1 hr. & 27 minutes	\$18.00
	Savings Daily	\$38.00
	Monthly	836.00
	Annual	\$10,032.00