



### What is *doc-link*?

*doc-link*<sup>TM</sup> software is an integrated document management system (IDMS) that is interfaced with your business system to effectively eliminate paper from your office.

*doc-link* enables you to archive, process through workflow, retrieve and research document transactions from the desktop. Increase company productivity while enhancing communication to customers, vendors and employees.

*doc-link* connects you with remote locations and business partners by automating the exchange and processing of data.

*doc-link* reduces data input and automates the processing of incoming documents.

*doc-link* automatically captures, transforms and delivers your enterprise transactions to recipients in a variety of formats and distribution methods. Outgoing documents can be transformed and delivered to your recipients in a usable format along with secondary supporting documentation.

### Why Document Management?

The overall impact of processing, handling and storing paper documents in the workplace is astounding from a financial, environmental and resource perspective. Not only can the inefficiencies attendant with paper-based bottlenecks be cumbersome on day-to-day operations, but the improper storage or loss of these documents can cripple or devastate a business. See the statistics below on the impact of paper and why companies are implementing document management solutions such as *doc-link*.



## **Business Continuity/Disaster Recovery**

- 90% of critical business information exists only on paper.
- 90% of documents that are consulted daily are handled without any appropriate management.
- 70% of today's businesses would fail within three weeks if they suffered a catastrophic loss of paper-based records due to fire or flood.

### *-Coopers & Lybrand*

- 1 in 4 businesses will suffer a catastrophic loss

### *-U.S. department of labor*

## **Cost Savings/Productivity Enhancement**

- Professionals spend 50 percent of their time searching for information, and take 18 minutes to locate each document on average.

### *-Gartner Research*

- \$14,000 worth of productivity is lost per worker per year due to their inability to find the data they require to do their job.

### *-IDC Canada*

- 90% of typical office tasks still revolve around the gathering and distribution of paper documents.
- 15% of all papers are lost, 30% of our time is used trying to find these lost documents.
- Companies on average spend \$25,000 to fill a typical four-drawer file cabinet, \$2,000 to maintain it annually.
- Over its life-span, a single sheet of paper ends up costing an average of \$30.

### *-Delphi Group*

- US companies spend approximately \$20 on labor costs in order to file a document, \$120 on the labor required to find a misfiled document and \$220 to reproduce a lost document.
- For companies that manage their own files, employees spend between 20-40% of their time searching for documents manually.
- For lost documents, companies pay a cost of searching, 6 times the value of the original document.
- Companies that need to redo documents pay 11 times more than the cost of the original document.

- Out of all documents generated, up to 7% are lost.
- The average document is copied 19 times.

*-Coopers & Lybrand*

- Companies typically misfile up to 20 percent of their records - thus losing them forever.

*-ARMA International*

- Each day one billion photocopies are made.

*-AIIM, Forrester, Star Securities, US Department of Labor*

### **Environmental/Social Responsibility – Go Green!**

- The average American office worker is estimated to use a sheet of paper every 12 minutes, and is responsible for the disposal of 100-200 pounds of paper every year.

*-Hawken, Lovins & Lovins. Natural Capitalism*

- Paper files are doubling every 3.5 years..

*-Coopers & Lybrand*

- The paper industry is the 4th largest contributor to greenhouse gas emissions among United States manufacturing industries, and contributes 9% of the manufacturing sector's carbon emissions.
- If the United States cut office paper use by just 10%, it would prevent the emission of 1.6 million tons of greenhouse gases – the equivalent of taking 280,000 cars off the road.

*-Environmental Paper Network*