

WHITE PAPER

Top Nine Reasons Why You Need to Invest in Document Imaging

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Top Nine Reasons Why You Need to Invest in Document Imaging

In addition to making it infinitely easier and faster to access information, there are 9 more substantial benefits to storing your paper documents electronically that justify an investment of a document imaging solution:

1 Eliminate lost or misplaced files. Did you know that 7.5% of documents are lost and additional 3.0% of documents are misfiled? Whether a document is lost or misfiled, the information is not accessible when needed. Electronic storage allows you to protect your irreplaceable files and documents from being misplaced, destroyed, or even stolen.

2 Retrieve documents instantly without leaving your desk. If you've ever been frustrated by the amount of time it takes to sort through file cabinets and network folders to find a single document, you'll be able to retrieve documents within seconds with the click of your mouse from within your existing information system.

3 Share documents across your organization, whether in one location or many. Allow different locations and departments within your organization to access electronic documents without having to find, copy, fax or mail them. Organizations operate more efficiently when employees have access to information required to perform their duties. Documents are always accessible and can be shared simultaneously. Save money by eliminating the need to photocopy, fax and pay postage or courier fees. After a document is "filed" you never have to worry about it not being available when it is needed.

4 Reclaim valuable office space being taken up by filing cabinets. Industry studies indicate that documents are growing at a rate of 20% per year. Each year, more filing cabinets are required. By filing paper documents electronically, you can eliminate rooms of filing cabinets to the shelf space required by a small server.

5 Drastically reduce the time and money required to file a document. It is a time consuming task to file paper and a job that is often left to entry level clerical staff. When the task is not performed

properly, higher-waged personnel often spend a great deal of time searching for the lost or misplaced documents. It takes only seconds to scan and electronically store a document, allowing clerical staff to be reassigned to other responsibilities.

6 Reduce the amount of time it takes to prepare for an audit. Who likes to prepare for an audit? The time it takes is often directly correlated to how well records are kept, and the internal cost of an audit is the significant time spent by staff during the preparation phase. By having source documents readily available and instantly retrievable, overtime hours can be reduced, allowing staff to focus on their day to day responsibilities.

7 Enhance your Disaster Recovery Plan by managing documents electronically. Do you know that 44% of businesses who lose their documents in a disaster never resume business operations? It is virtually impossible — and expensive — to make a copy of every document and store it off-site. By managing documents electronically, a backup can be performed nightly which enhances your overall Disaster Recovery Plan.

8 Improve your customer service by quickly addressing questions and resolving issues. By managing documents electronically, your customer service representatives are able to respond quickly and accurately while a customer is on the phone. This eliminates the call backs or the frustration a customer experiences while "on hold". Electronic communications (emails) can be retained for future reference and documents can be exchanged.

9 Receive a rapid Return on Investment (ROI). There are many imaging systems on the market, ranging from the very expensive to the inexpensive. Each system offers a different set of features. PaperSave® is a feature-rich document imaging solution starting at \$5,000, which allows a quick Return on Investment. Plus, recycling documents has great benefits to the environment.

About PaperSave

WhiteOwl, the developer of PaperSave®, is headquartered in Miami, FL. PaperSave is designed to seamlessly automate the process of document imaging and electronic workflow with your Accounting Information System. PaperSave is “Simple. Streamlined. Paperless.” addressing all the business issues above and then some.

Simple

PaperSave offers a fast and simple way to manage all your documents whether they start as paper or an electronic format. It works the way that you do, without having to purchase expensive supplies or alter your process. PaperSave is tightly integrated with many top industry applications such as Dynamics® and Blackbaud product lines so that document retrieval is just a click away from a record or transaction.

It offers 8 methods of document acquisition:

1. ScanNow™. Scan documents directly to records right from the desktop. Documents are added as transactions or additions to existing records are entered.

2. ScanLater™. Scan documents in batches, with each document automatically attached to its corresponding record. Customize ScanLater™ to add images to an already scanned document or additional documents to the same record, and maintain or replace original documents.

3. ScanFirst Electronic Workflow™. Route documents to approvers electronically and then enter transactions directly from an image in workflow queues, and PaperSave automatically attaches the original image to the transaction.

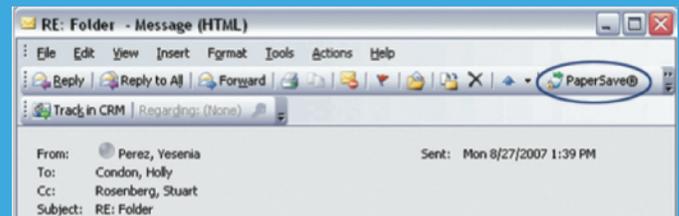
4. Integration with Microsoft Office® and Outlook®. Add customer, vendor and employee emails to the record from Outlook®, submit emailed invoices, purchase orders or correspondence directly into a workflow queue and attach documents directly from Office® applications.

5. File Attachment. Attach almost any electronic file to a record. PaperSave inserts a copy of the document for retrieval at a later time.

6. Windows Explore®. Save documents from your file directory—just right click, hit “Add to PaperSave”, and save a file directly to a record in your information system.

7. Forms Recapture™. Capture images of forms (checks, AR invoices, bills of lading, packaging slips, pick lists, etc.) as they are produced from the system and automatically associate the form to the source transaction. If customers call, images of the forms can be instantly emailed.

8. Drag and Drop. “Grab” a document from Outlook, Windows Explorer, etc. and Drop it into PaperSave or the Workflow to automatically associate with the record or transaction.



Streamlined

PaperSave offers a fast and streamlined way to electronically manage approvals around your documents whether they start as paper or an electronic format. Scan documents into secure workflow queues for approvers to review while increasing efficiency and accountability. PaperSave’s workflow queues can also receive scanned documents remote locations as well as from Outlook®, Microsoft Office® or an electronic fax. The approver processes documents based on established business rules, eliminating the need to go around an internal process. With everything conveniently located on the desktop, the approver can focus on the task at hand. Upon approval, documents are immediately available for data processing. During processing, documents are “auto-filed” electronically eliminating the mundane and time consuming task of filing in a 4-drawer lateral filing cabinet.

Paperless

A paperless environment is proven to be an efficient environment. PaperSave can help eliminate the 10.5% of documents that are lost or misfiled and the 20-30% of time spent filing, searching and retrieving documents. (Statistics provided by Price Waterhouse Coopers). The cost of paper—and all of those bankers boxes, photocopies, filing cabinets and offsite storage—is adversely affecting your bottom line. Take a look at what your current paper storage is really costing you in terms of lost office space and offsite storage. With PaperSave, you can store about 200,000 images on a 40 GB hard drive at a cost of around \$80. Document imaging with PaperSave pays for itself in a matter of months—not years.