



FIVE WAYS TO ELIMINATE CONTENT CHAOS IN YOUR ORGANIZATION

INTELLIGENT BUYER'S GUIDE

The notion of Enterprise Document Management (EDM) is hardly a new concept for the majority of organizations. The digital age has facilitated communications and brought with it a greater wealth of content in an increasingly different number of formats such as video, image, presentations, multimedia, web pages and text documents. This explosion of structured and unstructured content can be complex and difficult to manage.

Many organizations have neglected their information assets, and in particular those that live in email. The resulting "content chaos" will inhibit growth and has increased risk.

Here is how you can turn your digital content chaos into a well-oiled information machine!

1. A single document repository across your entire organization

Get hold of an EDM solution that can enhance employee collaboration and speed up the decision making process by simplifying the ability to search, retrieve, process and archive documents from anywhere throughout your enterprise. This could have significant gains in productivity and improved efficiency across the entire organization.

2. Features that are a necessity

Employees spend 20-40% of their time searching for documents manually, buried within emails or on any different number of file systems across the organization. When evaluating a solution, look for features and functionality such as document search and inline document search. Single document repository and full text search of rich metadata ensures that documents will be found easily and quickly from any browser, mobile tablet or smart phone.

3. Access with any device – anytime – anywhere

With 34% of the global workforce being mobile, it's critical that workers can have access to documents when and where they need it. It's estimated that by providing staff with access to company information remotely, efficiency can improve by up to 25%. If your organization needs to overcome any limitations of access and mobility, be sure to look at a solution that offers this from the start.



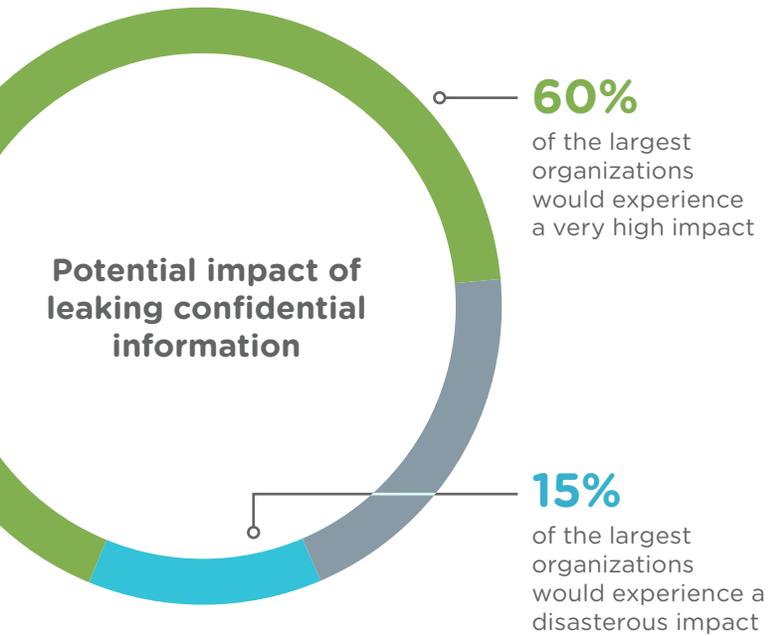
20-40%

Percentage of time employees spend searching for documents

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4. How Important is security, decision and version history?

For 60% of the largest organizations, the potential impact of leaking confidential information would be very high, and for 15% it would be disastrous. Look for a scalable permissions engine, full versioning, and audit trails functionality in your EDM solution.



5. Do you want to turn paper into digital assets?

Organizations collect enormous volumes of content. The stream of forms and documents can be endless – training materials, proposals, orders, faxes, invoices, and so much more. But the value of scanning goes beyond making electronic copies of paper. If your EDM solution's OCR engine can extract data from documents for searching and indexing, this could be beneficial in reducing paper storage costs, increased employee productivity, easier access to business documents, increased document security, and compliance regulations.



34% Percentage of global workforce that's mobile



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Genialcloud is a self service cloud Business Productivity Suite that helps you drive real results within your organization.

An industry first solution, and fully available on the cloud, Genialcloud offers business tools that are key drivers for efficiency and productivity.



Genialcloud Facsys is the self-service cloud solution for collaboration, storage, workflow and communication that includes enterprise level tools for Document Management.

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