DocLink

Document Management Checklist

Is Document Management right for you? If you check more than 5 of these questions below then your company should really consider implementing a document management solution.

- [ ] DOES YOUR COMPANY (ACCOUNTING, LEGAL, HR DEPARTMENTS) MOVE A LOT OF PAPER BETWEEN OFFICES? ARE YOU LOOKING TO EASE PAPER FLOW?

- [ ] DOES YOUR COMPANY HAVE ONSITE AND/OR OFFSITE FILE STORAGE?

- [ ] ARE YOUR DOCUMENTS STORED IN MULTIPLE WAYS (FILE CABINETS, STORAGE FACILITIES, SILOS OR DIFFERENT SERVERS)?

- [ ] CAN YOU ACCESS DOCUMENTS WHEREVER YOU ARE (IE ON MULTIPLE DEVICE TYPES)?

- [ ] WOULD YOU LIKE TO HAVE ALL YOUR DOCUMENTS IN A SINGLE DIGITAL REPOSITORY THAT CAN BE ACCESSED FROM ANYWHERE?

- [ ] WOULD YOU LIKE TO MINIMIZE DATA ENTRY?

- [ ] CAN USERS RETRIEVE, EDIT AND APPROVE DOCUMENTS INSTANTLY AND EASILY, FROM ANY DEVICE?

- [ ] IS THE INVOICE APPROVAL PROCESS CUMBERSOME AND TIME CONSUMING?

- [ ] ARE YOUR DOCUMENTS, PARTICULARLY LEGAL AND HR EMPLOYEE DOCUMENTS, SECURE AND ACCESSIBLE ONLY BY APPROPRIATE PERSONNEL?

- [ ] ARE DOCUMENTS FREQUENTLY LOST OR MISPLACED AND NEED RE-CREATION?

- [ ] IS PREPARING FOR AN AUDIT TIME CONSUMING? CAN YOU EASILY PRODUCE DOCUMENTS FOR YOUR AUDITORS?

- [ ] DO YOUR EMPLOYEES SPEND TOO MUCH TIME TRYING TO FIND, RETRIEVE, PROCESS, DISTRIBUTE, AND FILE DOCUMENTS?

- [ ] DO YOU HAVE COST REDUCTION INITIATIVES DIRECTIVES FROM MANAGEMENT?

- [ ] DOES YOUR COMPANY WANT TO SAVE MONEY?

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