

Secure, Searchable PDF's Made Easy

Easy-to-use desktop document imaging software enables office workers to convert electronic and paper documents into text-searchable, secure PDFs and directly include them in business applications and workflows. Software provides office workers with advanced tools to scan, merge, modify, and connect documents with the software they use every day. Common features include:

Scan:

- Capture paper documents from your desktop scanner or copier
- Use your network copier to scan documents directly to the software
- Save the scanned documents as secure, searchable PDFs

Merge:

- Combine scanned documents, faxes, e-mails, and electronic files
- Create documents in a secure, searchable, common file format
- Merge documents from a variety of storage locations

Modify:

- View, edit, mark up, and manipulate files
- Insert bookmarks, add dynamic headers and footers
- Annotate pages using drawing tools, text tools, highlight, blackout and whiteout



Easy Access to Information Eliminates Waste, Saves Money

Case Study: Advance Cabinet Design

Challenge: ACD used an accounts payable process that consisted of different employees adding documents to an information packet that moved from desk to desk. In paper form, the file could be 10 inches thick, unorganized and often sitting on someone's desk instead of filed away. Having both paper and digital information was difficult to manage because staff might not know if they were working with the most current version.

Solution: ACD decided to move to a paperless system. DocuWare and four Ricoh MFP's, the 6500, 2500, 1600 and 410 were installed to assist the company in their quest to go paperless. With DocuWare the accounting process has now been streamlined simply by using electronic stamps to mimic their old paper-based workflow process. Electronic stamps change the document status which automatically routes the packet through the workflow. "It was so easy to mirror our existing workflow process in DocuWare. The new electronic version of our workflow has created accountability from our employees. I can look up by whom and when a document was processed," said Tani Michaud for ACD.

Workplace Identity Theft Tips

The unauthorized release of any kind of company information can have disastrous consequences. Shred anything that contains sensitive information. Implement the following precautions:

- Keep all sensitive information and files locked away with restricted access.
- Ensure all company computers have the most up-to-date anti-virus, anti-spyware and firewall software.
- Limit the use of social security numbers and conduct thorough background checks on potential employees.
- Use a locked mailbox to send mail that contains personal information and company checks.

Contact Us Today!

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Savings Tips for the New Year

The New Year is finally here. You may be a little worried, considering last year you tried to maintain a fixed and reasonable budget, but you could not escape those unexpected costs that continuously arose. However, the New Year does not have to be this way. There are simple measures you can take to cut costs and better plan for those unpredictable expenses.



Whatever the situation may be, business or personal life, you can easily set strategies that are proven to work. *Here are a few to consider:*

Carefully record your spending: Your money is most easily tracked when you organize a monthly budget and carefully detail each cost. Without a designated budget amount, you are sure to go over your limit with unwanted additional spending. Most importantly, you need to break down your annual cost into monthly timeframes and specifically designate your funds. Once you've done this, you will know exactly how much you can spend per month and exactly what you are spending your money on.

Use last year as a reference, not as a business model: Review the previous years' expenses and don't simply assume percentage increases and additional costs. If you really want to project, you need to include how much spending is needed on marketing to increase new business. Even though generating new business will have some additional costs, the payoff comes with a serious increase in your revenue. Project for a reasonable increase in business and compare the targeted gross margin to the fixed expenses.

Finally, brace for the worst and best case scenarios and separate the fixed and variable costs. The bottom line is you must always find ways to ensure that profits exceed expenses.

Got a minute? Learn why Document Management makes sense.

Find out how your business can save with a document management solution. Go to:
www.findmydocumentsolution.com

DocuWare

Accelerating Customer Service & Cost Savings Go Hand-in-Hand

Case Study: Moritz BMW

Challenge: In addition to selling vehicles, Moritz services over 2700 cars a month. These repairs are documented by Repair Orders (RO) and billed using Repair Invoices (RI). To maintain vehicle history, Moritz Service Advisors would print and store each RO in a folder indexed by Vehicle Identification Number (VIN). The information was kept for three years, stored in hand-cranked moving file cabinets both on and off-site. The files were accessed close to 100 times a day and significant time was spent updating, searching and managing the information.

Solution: Moritz BMW integrated DocuWare with the dealership's management software. When a repair is needed, a Service Advisor simply creates a RO, prints one copy for the customer and stores an electronic copy in DocuWare. Thirdparty software, Octotools, works in the background to place a barcode version of the RO number capturing the customer name, VIN, and date of service. When a customer picks up their repaired vehicle, the cashier scans the completed RO and RI into DocuWare and uses an electronic "PAID" stamp to close out the process. This automatically routes the documentation to the Accounting and Warranty departments for further processing.



Is Your Business Unprotected?

Everyone needs to have a recovery plan in place to safeguard critical information and ensure minimal disruption to operations when a system goes down. The ability to restore vital business information in hours, minutes and even seconds is critical for a business. This is at the core of business continuity planning.

Before a recovery strategy is developed, a business impact analysis should be performed for a company's office system and computer network. While safeguarding data is typically associated with computer networks, office systems comprised of printers, copiers and multifunction products also need to be protected.

Hardware failure involves the internal disc drives that spin at speeds between 10,000 and 15,000 rpm, and that are prone to failing naturally over time. This is why redundancy is built into servers. Each of the four discs in a hardware-based array contains 25% of a company's data and a fraction of the information on the other discs. This ensures redundancy across all the discs so that data is not lost when disaster strikes.



How To Select an IT Partner

When selecting an IT partner, the main criteria to consider are responsiveness, communication, and subject knowledge.

- **Responsiveness** - Information systems provide functionality critical to business operations. Downtime and loss of productivity translate into lost revenues. Select a consultant that guarantees rapid response time. Check references for on-time performance.
- **Communication** - Clients must have adequate information about their IT needs to make informed decisions. Avoid consultants who use techno-babble that doesn't add to your understanding of the work. A detailed specification document ensures that the project accomplishes a specific set of goals.
- **Subject Knowledge** - It is often a lot less expensive in the long run to hire an expert to create a new program or integrate or customize a new application in stead of overburdening one's own IT staff.

Small Business Insurance Tips

The first step is to contact a reliable insurance agent. Business contacts can often refer you to someone that they've had good experience with. If looking through the yellow pages, look for specialization in commercial insurance, and membership in one of the professional agents or brokers associations.

There are six broad areas of exposure: Property; Time Element; Crime; Automobile; Liability; and Workers' Compensation. Not every business will have exposures in every area, which is why an analysis should be done. There are various "package" policies available. Programs such as the Business Owners Policy (BOP), Special Multi Peril (SMP) and insurance company designed packages are constantly being marketed.

Your cost will be unique to your exposure. Property insurance premiums are based on a rate per \$100 coverage. The basis for liability insurance depends on the type of business. Stores and manufacturing are based on gross sales. Contracting and service businesses are based on payroll.



► HOT Products

Kodak Ngenuity

150ppm/300ipm

If you want to streamline your document management processes and boost company-wide productivity look no further than Ngenuity.



Equipped with all of the benefits you've come to love about our scanners plus an array of new features, Ngenuity offers optimal image quality and scans a wider range of documents than any other scanner in its class. With an easy-to-use operator interface and smart front panel functionality, Ngenuity is user-friendly and ideal for companies in industries such as healthcare, financial services, insurance, government, transportation and service bureaus.



DocuWare 5 Electronic Document Management

Easily Automates Business Processes

Why should you look into document management? Key benefits you'll realize:

- Increase cash flow
- Improve customer service
- Reduce costs
- Do more with less

DocuWare, integrated document management software, easily automates business processes by electronically managing and sharing documents, regardless of format or source, in one central document pool. One search quickly locates all documents related to a business transaction regardless where in the world you are working. All access is secure, controlled, and logged.

With Web-based document management, automated workflow and powerful integration tools to both hardware and software, DocuWare's flexibility enables complete mobility, transparency and scalability to grow with the customers' needs.

Fujitsu fi-5900C

The Fujitsu fi-5900C scanner offers best-of-breed technology and has been tailored specifically for high volume applications.



Combine a rated speed of 100 ppm (Simplex) and 200 ipm (Duplex), both high-speed USB 2.0 and Ultra Wide SCSI interface connectivity. Options including Kofax VRS hardware as well as three Ultrasonic double feed sensors and you have the ideal scanner to quickly and efficiently transform piles of paperwork into usable electronic data.