

DataXport

Why use a Document Imaging System?

In a business climate where organizations are looking for ways to cut costs and increase productivity, document imaging systems are providing the most dramatic impact. Finding and retrieving a document using DX document imaging system or one of the solutions offered by our company is significantly faster than with a paper based system. The amount of time saved using DX electronic retrieval system is enormous because it eliminates the wasted man-hours spent filing, searching, retrieving, and re-filing paper documents. This "found time" gives an organization the option of re-allocating an employee's time to more productive tasks.

When information is freed from the physical limitations of paper and converted into an electronic format, it becomes a more valuable strategic resource. DX document imaging system and solutions offered allow you to create electronic documents that can be viewed, searched, and printed from virtually any networked PC, while retaining their original look and feel — complete with text, graphics, photos, and color.

Increase Productivity & Cut Costs with a Document Imaging System

- Create electronic documents that can be searched, viewed, and printed from any networked PC.

- Save thousands in annual storage and administration costs.

- Have access to the electronic documents at any time and from any location.



VS



- Professionals spend up to 50% of their time looking for information.

- A document imaging system is a cost effective solution to paper filing.

Reduce Costs

Document imaging systems can help you to reduce costs. Employees can accomplish tasks faster and do more because they have quick and easy access to the information they need. It further cuts cost by eliminating printing and publishing costs associated with paper forms.

Improve Communication

Improved communication is often cited as one to the key benefits after installing a document imaging system, since it facilitates the communication and sharing between organizations. It helps to break down the barriers between different parts of the organization.

Paper and Electronic Documents w/o a Document Imaging System vs. using a Document Imaging System

	Paper or Electronic Filing w/o a DI System	Document Imaging System
File Retrieval	It may take minutes to hours, depending on whether the file has been properly filed. Archived files are a particular problem if they are misplaced or not indexed.	You can search and retrieve documents in seconds, right from your desktop PC including archived documents. Even remotely with a secure web based solution.
Lost Documents	According to Cooper & Lybrand, 7.5% of all paper documents get lost, and 3% of the remaining is misfiled. Electronic records can be easily lost/ misplaced without a system to manage them.	It is virtually impossible to lose a document indexed using our system.
Document Filing	It may take from a few minutes to several hours. Paper based filing requires office supplies. Off-site filing is especially time consuming. Simple scanned images don't provide a Filing System.	Easily managed from your desktop PC; once accessed, documents are re-filed instantly with the click of a mouse button.
Document Sharing	Paper records require making multiple copies using a copy machine. The average document gets copied 19 times and most of the copies get filed. Electronic record sharing is time consuming since records can not be easily located.	Everyone accesses the same digital document, eliminating the need for physical duplicates.
Sending Documents	Mail 2-5 days, overnight mail, fax (poor copy). Faxed copies can be seen by anybody that walks by the fax machine. Electronic record sending is time consuming since records can not be easily located.	Print, fax or e-mail documents. Email can be password-protected so that only the intended recipient can view the document.
Storage Space	One incurs the cost if using filing cabinets, plus the cost for the space that they require. Electronic records don't require much space.	Approximately 23,000 documents can be stored on one CD which costs less than one dollar. Active files reside on your server (requiring minimal space).
Customer Service	When a customer calls you must usually pull the file and call him/her back. Many times this results in a game of "phone tag." Something similar	Customer files are retrieved instantly from any networked PC reinforcing your professional image and avoiding many returned

- **90% of an organization's knowledge resides in paper.**
- **Approximately 17,000 electronic documents can be stored on a single CD**
- **With an Electronic Record System lost and misplaced documents become a thing of the past.**
- **Digitized records facilitate sharing information between locations.**
- **Print, fax or e-mail documents with our system, using password protected security at the document level.**
- **Information flows more freely using DX system.**
- **Employees can accomplish tasks faster and do more since they have quick and easy access to the information they need.**

	may happen when there is no system to efficiently access a record.	phone calls.
Disaster Protection	Paper records are inherently vulnerable to physical insults (e.g. fire or water damage). Electronic records without a system don't provide enough access control and security, although may be backed up along with the rest of the data.	Duplicate electronic backups may be maintained off-site.

FAQ

- Q. I have decided to implement a scanning operation. Can my organization start an in-house scanning operation using the help of a person on her spare time, by buying or leasing a scanner?
 - A. You can implement an in-house scanning operation but not without the appropriate technical support (internal or external), a complete analysis to determine current and future requirements, the necessary equipment including maintenance, trained personnel, etc. Also make sure you consider other functions associated with scanning which are often overlooked, such as material preparation, indexing, QC, systems configuration, database management, images administration, security, etc.; but most importantly, don't forget you will need to use a document imaging or records management system to help organize, index, manage, provide access control, back up and retrieve all images. Managing a scanning operation also entails the necessary attention to HR issues such as training, retraining, attendance, etc.

If you are not a company that specializes in these services, you can either outsource 100% of your requirements, only specific functions or contract consulting services with a company to implement a Document Imaging Operation.
- Q. Do I need to acquire an expensive solution to achieve my goals on electronic conversion?
 - A. There is a variety and levels of solutions to fit your needs. Once again talk to a company that specializes in document imaging to assist you in making a decision considering your current and future requirements. The ideal solution can be easily selected once a preliminary analysis has been performed.
- Q. I already acquired a document imaging system as well as equipment, but find it impossible to catch up with current work, and it is even worse for non active or previous records. What can I do? Do I need to look for a different alternative and loose all the money invested?
 - A. DataXport can look at the equipment and system you already have to determine if they are compatible with one of our own systems. If this is the case, DX can scan as many records as an organization determines appropriate until they "catch up" and continue scanning either periodically, back-logs only or anything upon request; and later import all images and indexes into that organization's system.

SUMMARY

DataXport is a local Data and Document Management Company that likes to be viewed as an extension of your company, to assist you in managing your records, your data and your IT needs. DX offers the advantage of customizing solutions and options to an organization's specific needs and goals.

Please contact us to schedule an appointment for a free presentation and preliminary analysis. We want to help your organization select the best solution for managing its records and data, since they are your most valuable resources.

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