

Get Organized The Digital Way!

White Paper

Introduction

The last two decades have seen a marked improvement in the way businesses have learned to get organized with their records in different forms. Digitization has become one of the most popular and economical ways of organizing records. These records include files, documents binders, business cards, papers, drawings, photographs, manuals, patient charts/records, accounting files, tax files, legal files, VHS, audio cassettes, slides, negatives, x-rays, etc.

In the next few decades, it would be difficult to even imagine filing a paper physically or keeping a room full of filing records piled up in bankers' boxes. Having said that those well prepared will survive the digital age. Businesses that will understand the value of getting organized in a digital manner will be competitive in future. They will reap benefits of the future economy comfortably rather than wasting resources for managing records.

Reality Check

Let us have a reality check about the way the corporations are still far from getting organized. Following are some of the astounding facts leading us to think seriously about digitization of our records:

Search and Retrieval of Records/Data:

- 90% of corporate memory exists on paper.
- 3% of the documents are misfiled and 7.5% are lost.

Sharing of Data Assets

- 300,000 babies born worldwide each day.
- 1,460,000 smart phones, tablets, apps sold each day.
- The mobile workforce requires access to files anywhere that were once only available in the place of business.
- The World is Mobile... File cabinets aren't.

Risk Mitigation against Disasters

- 81% of small businesses believe Data is their most valuable asset.
- Only 13% think a disaster could happen to them.

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- 80% of the businesses without a recovery plan shut down within 12 months of a disaster such as flood or fire.

The Solution

The above issues lead us to practical benefits of '*getting organized the digital way.*' Following are the reasons why every business should consider digitization of records:

- Easy access, search & retrieval
- Save on storage space
- Share your digital assets securely
- Mitigate risk against disasters
- Mobile and remote access of data
- More easily manage corporate compliance

How to '*Get Organized the Digital Way?*'

What to Digitize?

- All company records that include:
 - Paper documents, files, manuals etc.
 - Engineering and architectural drawings
 - Interviews, research, minutes, conferences, seminars, etc.
 - Slides, photographs, x-rays, negatives, microfiche etc.
 - Surveys and manually filled forms
 - Analog audio and video

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How to Digitize?

There are numerous ways of getting organized the digital way. Some of the popular and recommended ways include the following:

- *Scanning and Indexing* of paper based documents (usually in files), microfiche, photographs, x-rays, negatives, slides, etc.
- *Data Entry and Verification* of surveys, paper filled records
- *Processing and cleansing* of data, when needs are no longer met and modified data elements required
- *Transcribing* audio/video records into a word processing document
- *Document Management System*: the existing electronic files and documents including e-mails
- *Records Management* of every record (physical or digital) of an organization

Where to Digitize?

It is usually recommended to outsource the digitization of records, whether legacy data, current records or future digitization. Today, to enhance productivity and efficiencies, it is inevitable for organizations to outsource digitization of records to a professional company with required expertise, knowledge and experience to perform the job cost effectively.

Outsourcing digitization helps in many ways including services for effective record keeping, tracking, monitoring and management. There are different Solution Providers that make programs available or develop customized programs based on industry needs. Electronic Medical Records (EMR) for doctors in North America is one such example. Similarly there are programs that are industry specific and recommended as per their merits for different occupations and corporate requirements.

Hence, when it comes to digitizing of records, whether past or present in any form regardless of the volumes, it is always advisable to out-source the work to a professional digitization company.

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What to look for in a digitization company?

Depending on what needs to be digitized, following are the qualities/features that should be examined before finalizing a company for digitizing records:

- A company that has comprehensive digitizing service offerings as its core services. These services may include data entry, scanning, transcribing and/or media conversions as well as scalable document management solutions.
- A service oriented company that offers complete turnkey solutions, from packaging of data, pick-up, digitizing by combination of scanning, indexing, transcribing and data entry as needed.
- Knowledgeable staff that are able to understand how you presently work and then offer a solution that is transparent to future way of working.
- A company that treats your data with required security and confidentiality and has the necessary infrastructure to address this.
- A company that has controls to take custody of your documents and transfer custody in a professional manner.
- A company that has a quality assurance process incorporated in the work flow process.