Know When to Improve Your Management Skills

Do your management skills need some honing? Here are some warning signs that might alert you that you need to make some changes:

Your Office is Always Empty - As a manager, you should have employees coming to your office to talk with you. If they're not coming to you with their problems or looking for direction, they probably don't believe you can provide it.

Poor Performance Is the Norm - If your staff is repeatedly underperforming or employee turnover is especially high expectations, odds are the problem doesn't lie within HR. Rather, your employees likely lack accountability and direction.

Criticism Is Not Constructive - Every boss has to call employees to the carpet, it comes with the territory. However, criticizing must be constructive. Telling someone they did something wrong is only half of the equation; equally as important is constructive feedback.

The Secrets to Strong Passwords

Modern technology has made many aspects of life more convenient. However, as with anything else, along with the pros there are inevitably cons. With so much of our lives conducted online, hackers and ne'er-do-wells are waging a non-stop war in attempt to gain access to our personal information. Strong passwords are your first line of defense against troublemakers.

Strong passwords include:

• At least eight characters
• Both uppercase and lowercase letters
• One or more special characters (such as $, *, !)

To create a strong password, be sure to leave out:

• Names of any kind (your name, your pet's name, your child's name)
• Accessible personal information like your date of birth, social security number, etc.
• Numerical sequences, such as 12345
• Words that exist in dictionaries

Finally, protect yourself even further by changing your passwords periodically, and by creating strong login names as well.

Practicing Customer Centric Behaviors

Customer centric shouldn't just be a concept used to describe your company. Make it carry some weight by treating it as a mandate that drives action. Keep these things in mind when mapping out your customer-centric strategy:

1. Companies should invest in the tools to continually listen to customers, gather meaningful data and insight from and about them, and ultimately integrate that data and insight into the business.

2. When companies uncover the truth about why customers leave and why they aren't happy, the reaction tends to be emotional, muddled and wrought with politics such as who owns the problem and who is empowered to fix it. Instead, focus on making positive changes to improve customer satisfaction.

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Take Back Control of Your Email

How many emails do you receive every day? 25? 50? 100? More? And how many do you write?

Often arriving in giant waves, email can be overwhelming. You get so caught up in communicating — simply doing your job — it becomes almost impossible to keep up with filing all that important information (including attachments). And you know you're going to need to find that information… some day.

But let's face it: who has the time for filing?

Document management is your answer. It enables you to instantly store all your email in the same place you store all your other documents. So it's easier than ever to find what you need, when you need it, while minimizing the load on your servers. And your nerves!

With one click, your email is securely stored exactly where you need it. You can even automatically store each email as you send it out – whatever works best for you! And then it's easy to access your important information, whenever you want.

Aside from the obvious benefits of saving you time and increasing email efficiency, a dedicated document management system ensures that all of your correspondence is stored securely and traceable – even years later. No more overflowing inbox folders or tedious, error-prone printing out every attachment for backup.

With document management, you're fully organized and protected. And with flexible options for organizations, departments and agencies of all kinds and sizes, you can enjoy the perfect solution to meet your company's specific needs, no matter how big you grow.

Contact us today to learn more about how easy (and cost-justifiable) it is to maximize your email efficiency with document management.

Neighborhood Housing Services Uses DocuWare to Help Others

Requirements: NHS wanted a document management solution to help them centralize data storage and create an electronic workflow to speed loan processing. They needed a program that could be integrated with their loan origination software and have the ability to directly transmit financial information and loan documents to their bank. NHS was ready to invest in software that was designed for document management archiving and workflow.

Solution: NHS needed access to real time information about loans in process. Today NHS is processing loans via an electronic workflow. An MFP was installed at each neighborhood office and along with other stand alone scanners NHS already owned, they can now capture documentation electronically. Loan officers in the field can now stop by their nearest branch office to scan and index documents, providing the corporate office with immediate access to documentation.
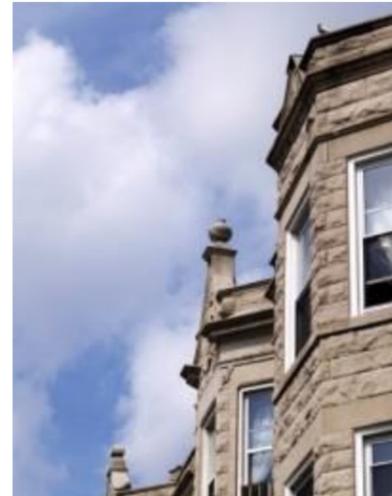
The Fast, Easy Way to Store and Retrieve Your Documents

Traditional paper filing is a losing battle. Multiple hard copies, filed under different headings in different folders. Bulky file cabinets or corrugated boxes, using up valuable floor space. Even offsite storage facilities to handle the ever-expanding volume. They all come with huge costs.

But, there is a *better* solution that will help you more efficiently organize your business, drastically cut your storage and retrieval costs and significantly reduce wasted employee time and office overhead.

It's called digital document management, and it will simplify and revolutionize your entire document storage and retrieval processes. With our digital document management solution, you automatically store all your documents in digital file cabinets. Authorized employees can immediately access the information they need — regardless of the original format — using almost any digital or mobile device, 24/7. **Contact us to learn more.**

DocuWare Helps Biggest Loser Resorts Streamline Their Business Practices

Requirements: In keeping with the Biggest Loser Resort's philosophy of developing a healthy lifestyle for each of its guests, they also wanted to adopt environmentally healthy business practices, improve their workflow, and strengthen their document retention compliance. The Biggest Loser Resort decided to address not only their organizational needs but to secure archiving as well, and streamline accounting processes from their three locations.

Solution: An Authorized DocuWare Partner installed three Fujitsu 6120 scanners and rolled out DocuWare to 165 employees in eight departments. When invoices arrive they are scanned by Accounts Payable and routed to the department head for approval. Using electronic stamps, invoices can be approved or declined and comments can be added. DocuWare is now used to store sensitive documents which have a long-term retention time. Additionally, the sharing of information between departments is faster and easier thanks to DocuWare.

Habits of the Highly Creative

In today's competitive job market, creativity is a highly valuable characteristic that can easily set you apart from the competition. But, what can you do if you're not an inherently creative person? You can practice some habits that spark and promote creativity.

Here are a few to try out:

● **Be an early bird** – Start your day early when the house and office are quietest. Creative types use that first burst of morning energy to jump right into their most difficult tasks of the day, while their brains are at their sharpest.

● **Daydream** – Studies show letting your mind wander can actually lead to more creative ideas and solutions. So, give your mind a break and see where you go.

● **Be flexible** – Creative people adapt to changing circumstances. If a plan changes, they go with the flow. Flexibility allows you to change up your routine and opens the door for new and inspiring experiences.
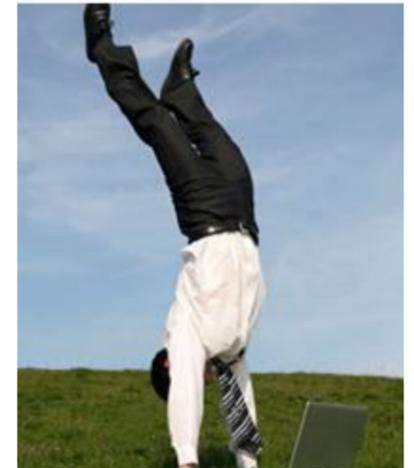
▶ Hot Products

i4200 Scanner

The KODAK i4200 scanner is built to handle up to 50,000 pages per day. A rugged design and steel-welded frame ensure high performance and reliability. It is the smallest scanner in its class to offer a 500 sheet input capacity.

- Maximum scanning speed: 100 ppm
- Feeder Capacity: 500 Sheets
- Optical Resolution: 600 dpi
- Document Feeding: Automatic
- ENERGY STAR Qualified

DocuWare Web Client

Web-Based Document Management with Maximum Comfort

Whether you're on the move out in the field, at your home office, or on your office workstation - you can easily access many standard DocuWare functions directly via your Web browser. Thanks to the latest Web 2.0 technologies, finding and distributing documents and workflow management is as fast and convenient as with Windows programs. At the same time, administration is much simpler too.

Connect to Mail

Want one place to store all your incoming and outgoing email where one search will locate what you need – when you need it – including attachments?

Users of Gmail and Microsoft Exchange can now organize and store their email quickly and easily in DocuWare with Connect to Mail. Connect to Mail monitors a folder in the Gmail or Microsoft Exchange inbox. There, incoming email is automatically transferred to the DocuWare system. If the user has previously specified criteria for archiving, Connect to Mail can also automatically index the email.

Managing email and all other document types together in a single document management solution simplifies and improves the organization of related contents, such as project data, customer correspondence, and company information.

Benefits
- Efficient: Store email straight from Gmail or Microsoft Exchange into DocuWare
- Organized: Index email automatically
- Mobile: Transfer your email to DocuWare from your smartphone, tablet, or via the browser
- Convenient: Easy, central setup