The DOs and DON'Ts of Keeping Your Office Expenses Down

The Do's

1. Set up a separate bank account for your business so that you can track expenses. Also, if you plan to use a credit card for regular business transactions, open a separate credit card account for the business.

2. Employ smart business services like Managed Print Service (MPS) to help keep your office costs to a minimum. This may require an initial investment; however, the consequent growth and savings will more than make up for it.

The Don'ts

1. Do not ignore tax-reporting responsibilities until you "get around to it." There is convenient document management software available to help you meet deadlines.

2. Do not neglect to create an accurate record of revenues received by cashing revenue checks and depositing only some of the money, while not recording the total amount of the revenue received. If you don't like writing information down, you can always keep a photocopy of revenue checks.

Know When to Improve Your Management Skills

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 help.

Poor Performance Is the Norm - If your staff is repeatedly underperforming or employee turnover is especially high, 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, criticism must be constructive. Telling someone they did something wrong is only half of the equation; equally as important is constructive feedback.

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.

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Easy Integration: The Key to Document Management Success

Are you feeling frustrated with your "good, old-fashioned" paper-handling processes? As comfortable as it may be, paper can impede sales, threaten customer service, slow cash flow, and cripple your business's ability to compete and grow. When the status quo stops working, it's time to find a new solution.

There are some terrific, efficiency-boosting technology solutions available — but what's right for you? That's where a lot of companies (just like yours) often get stuck. They think it's difficult to make the transition and enjoy a healthy ROI.
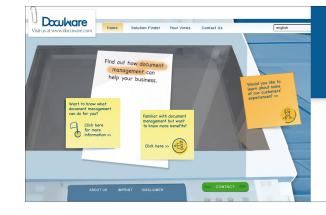
Moving away from paper can be a lot easier (and more beneficial) than you think. And with the right solution, you can make the transition with minimum downtime.

Here are three reasons that will change your mind:

● **Stick with the programs you already know.** No need to abandon — or switch back and forth between your new document management system and your familiar third-party software. You're in control: you don't adapt to the software, the software adapts to you!

● **Enjoy seamless integration.** Open-technology options enable effortless integration into an unlimited number of business tools. All types of documents can be accessed without disrupting — in fact, accelerating — your employees' productive workflow.

● **Feel protected with dedicated training and ongoing support.** Implementing a new system can seem somewhat intimidating, but proven training, service and support are the keys to ultimate success. With the right solution, you'll receive all the assistance you need to get up-and-running in practically no time.

The perfect solution to your paper problems? One that's safe, customizable and integratable into your current system. One that easily captures, organizes and provides instant access to your documents — from any location, on any device. One that works for you now and grows with the growth of your business.

We can show you such a system with these benefits and more. Contact us today.

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

Manufacturing Company Cuts Costs and Increases Productivity with DocuWare

Requirements: PEER Bearing Company is a customer-focused bearing manufacturer, delivering valued solutions to a global market. In its US headquarters office, a minimum of three people handled each of the more than 10,000 order-related pieces of paper that were received or faxed each month. Nearly 140 man-hours a week were needed to organize and file the paperwork. The labor costs associated with faxing, filing, and retrieving paper documents, combined with printing and faxing costs, brought the total cost of processing PEER's orders to $60,000 a year. PEER desperately needed an electronic workflow solution that decreases costs and increased efficiency.

Solution: Using an existing copier to scan paper documents, DocuWare was implemented in parallel with PEER's existing system. Today, no matter how an order is received, either by phone, fax or e-mail, they are all processed electronically and routed to the correct employee via DocuWare. Once a CSR processes an order, they issue a sales order acknowledgment, which is automatically faxed or e-mailed to the customer through DocuWare. The order, sales order acknowledgement and PO are automatically indexed and stored in DocuWare, linking this important information together.

Take Back Control of Your Email

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).

Document management 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, minimizing the load on your servers.

With one click, your email is securely stored where you need it. You can 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 saving you time and increasing email efficiency, a dedicated document management system ensures that all of your correspondence is stored securely and traceable. 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.

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.

Writing Rules for Everyone

1. You need to tailor your message to your clients' demographics. Conduct a survey of your most loyal customers to determine which demographic gives you the most business.

2. The better you know your clientele, the better you can organize your information to meet their needs. Do they typically want to know bottom-line price over features and benefits? Do they to think testimonials are more important than facts?

3. People who write with the hopes of impressing others only accomplish one thing— they lose the reader! Examine each marketing piece you write and distill its core message or purpose down to one or two sentences.

4. In messages containing both good and bad news, give the bad first and then counter it with good news. This takes the sting of the bad news and leaves your reader with a positive image.

▶ 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 Version 6

DocuWare is state-of-the-art document management system software for professional Enterprise Content Management. By tapping into the valuable information contained in documents, precisely where and when you need it, you can streamline your business practices.

DocuWare automatically files documents based on your criteria, regardless of their source or format. This means that both paper and electronic documents such as correspondence, records, email, CAD, spool files and more can be stored, shared and managed, simply and securely, from a centralized document pool.

DocuWare Intelligent Indexing Service

DocuWare Intelligent Indexing Service transforms document indexing into an efficient process, helping save time and eliminating the need for filing paper documents by hand.

DocuWare's Intelligent Indexing is a web-based service that automatically captures the most important metadata from your scanned documents. The system quickly learns from feedback, so that recommended index words for known document types can be automatically and reliably assigned.

Designed for small to medium businesses that process hundreds of documents a month, Intelligent Indexing Service automatically searches for the relevant index words in or for scanned documents, and suggests them to you. You only have to confirm the suggestions or improve them. Guided by the feedback, the system constantly continues to "learn." Electronic filing is now faster and easier than handling paper.