



Cost-savings and usage: Replacing your Document Management system when nobody uses it

Ask yourself, 'how much of your Document Management do you really use? And, secondly, 'how much do you pay for'? The answer will almost certainly be, 'not much of it' and 'we pay for all of it'.

So, if you use just one part of your Document Management system, such as email management, why keep it? Especially when user feedback we typically hear includes the system is clunky and not fit for purpose.

Systems such as Newforma have a never-ending implementation. You always feel like you're never fully set up, it's never truly adopted across the business, and it's a constant job persuading people to use it. That creates a range of challenges including:

- Quality management is challenging as different people file differently
- People don't file incoming emails, resulting in weak email management processes
- Cash flow issues due to large annual costs

Why are Document Management systems on the decline?

Why are Document Management systems on the decline? The main trend is the idea of having everything in one system isn't the way people operate now. Most businesses we talk to originally bought their Document Management system to be an all-in-one solution. Now, they are realising that usage is inconsistent, it doesn't promote business agility, it's clunky to use, users hate using it, and it's expensive.

For instance, do you only use email management? Newforma's email capabilities are weak - there is no prompt on incoming emails and users are still left with thousands of emails locked in their inbox. That's why many of our customers have opted to implement a best-in-breed solution, specifically designed for email use, to improve their email management processes.

Newforma relies on everything being filed to a server. A light touch solution such as Mail Manager can integrate seamlessly with the likes of SharePoint and Viewpoint, plus adds mobile functionality, resulting in tidy inboxes, even for your worst filers, and the ability to file and search on the move.

In summary:

Usage: Businesses typically use around 20% of their Document Management system.

Costs: Despite using only a fraction of the system, businesses pay for 100% of it. Large annual payments significantly impact cash flow.

Functionality: Document Management systems such as Newforma are not user-friendly. Newforma was developed by IT. Comparatively, Mail Manager was developed by Arup specifically for project-based industries. It was created by engineers, for AEC firms.

Choosing a ready-made solution

A solution such as Mail Manager presents businesses with the ability to half their annual expenditure on Newforma and deliver something which staff love to use. Implementing Mail Manager is an easy transition from Newforma, as both systems overlay your file server, so you can index what's already filed through Newforma. Plus, you'll reduce your expenditure by around 75%. That's a significant cost saving.

Additional benefits:

- ✓ Set up in 90 minutes
- ✓ Monthly payments instead of annual payments for cash flow
- ✓ Flexible licensing to fit your requirements
- ✓ You can trial Mail Manager for free alongside Newforma to understand if it can deliver the savings
- ✓ Remote set up
- ✓ Works with other systems for document control capabilities, such as Citrix, Box and OneDrive
- ✓ Mobile functionality with SharePoint
- ✓ Integrates directly with Viewpoint, SharePoint, Synergy and more

Get a free trial of Mail Manager now to see for yourself, and listen to our podcast on getting rid of your document management system when nobody uses it.

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