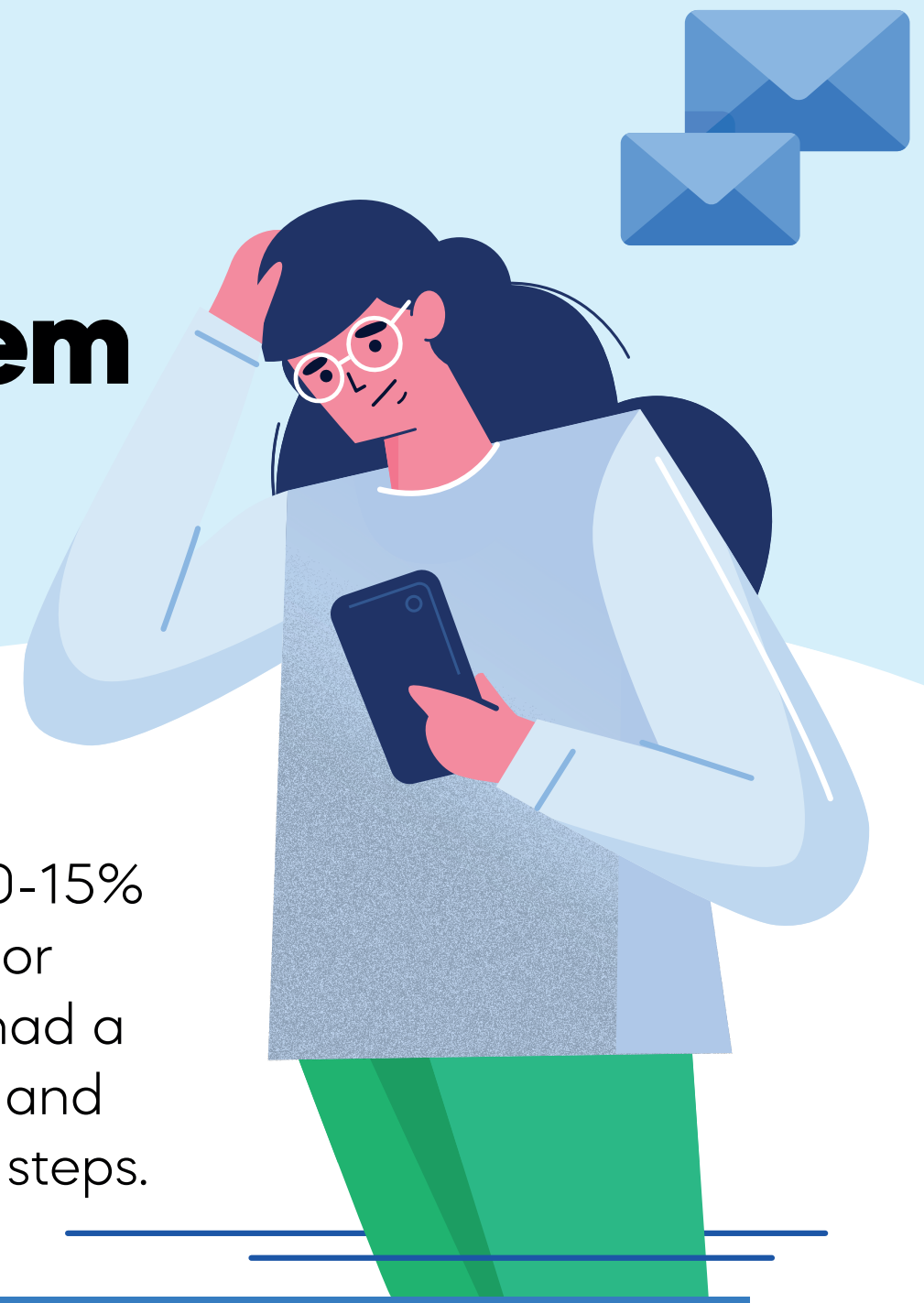




How to get rid of your **document management system** when nobody uses it?



We present Mail Manager to approximately 120 AEC businesses a week, 10-15% of them already use a document management system such as Deltek PIM or Newforma PIM. However, we often hear that staff don't use it. So, if you've had a document management system for years, and people are saying it's clunky and they are not using it, here are a few ways to replace it, starting with these 4 steps.

1. Internal survey
Speaking to users to understand their habits. What do they actually use? What do they think about the system? What features do they like?

2. Understand what staff actually use
Once you've done the survey, analyse what your staff use. It will guide you on what to look for in a new solution.

3. Where is your data?
Get a clear picture so you can plan to replace what you have with something that will better suit your needs.

4. Research available options
Once you know what is going on inside your company, look for the most suitable solution to attend your real needs.

The biggest barrier to not doing it is 'sticking with what you've got'



Usually, 80-90% of users don't use the full system and don't file their documents. They only fill in a spreadsheet, store the documents locally, file stuff to the server, and have an inbox with thousands of emails in it.

There are many benefits associated with actually making the change, such as putting your business where you're ready to cope with things like the digital twin and improving productivity.

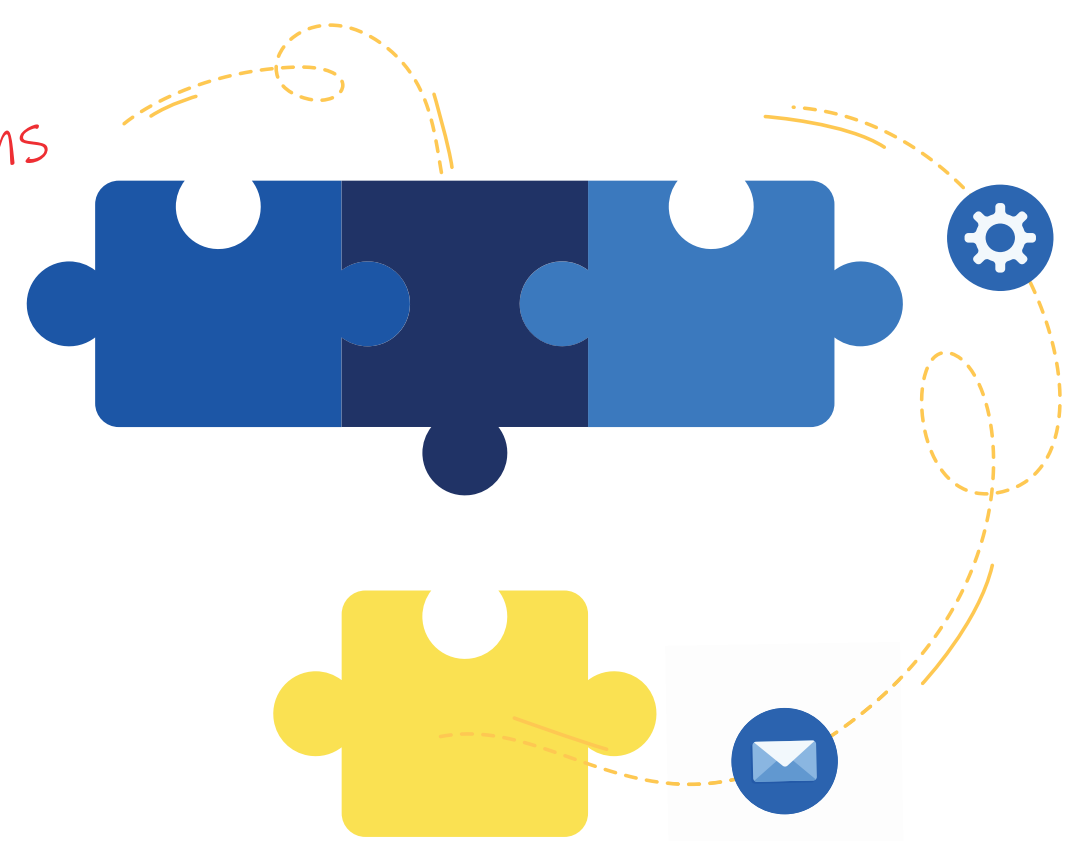
And bare in mind: Migration might not be as scary as it looks like, in some cases it can be done in 2 days.

**The more technology evolves,
more agile companies need to be to compete.**

If not an expensive, clunky document management system, then what?

- Lightweight solution with a reduced carbon footprint
- Better understanding and analysing of data about buildings
- An easy, cost-effective file sharing solution for document control, such as ShareFile.
- Integrate with systems like Cabinet and Synergy, that represent a more modern approach on what the market needs today

Pick off quick and easy wins



Easy integration is vital

Check our Case Studies

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