



The Not-So-Great OFFICE PAPER CHASE

When you can't find the document you need, work doesn't get done.

30 years after the paperless office was supposed to be a reality for everyone, offices are still overwhelmed with paper documents. That's slow: it takes 18 minutes — on average — to find a paper document. That's inefficient: research shows that up to 11% — 1 out of 10 — paper documents are lost or misfiled. That's costly: filing cabinets to store paper documents take up valuable office space, not to mention paying for off-site file storage.

18 minutes. Retrieving just 5 files daily equals 90 minutes of your day.

That's 7 and a ½ hours each week — a full work day — spending simply finding the documents you need to do your actual work.

Would you like to have that day back to do something more productive?

Document management compresses the time to find those documents to nearly zero.

Let's look at the typical office paper chase and then the document management "paper chase."

The Office Paper Chase

"I need a document!"

Is it on your desk?

Check your pile "filing system."

No, could it be in your briefcase/laptop bag?

Rummage through it, throw away the gum wrappers and put loose change in your wallet.

Not there, is it filed...

Is the change you found at least a dollar?

Jackpot! Hit the lunchroom vending machine!

...in your office?

Yes, turn your chair around and check.

...in the file room?

(or hallway or wherever your filing cabinets are stashed)?

Avoid the temptation to chat with co-workers there and back.

It's not filed, could it be on a co-worker's desk?

Are they in their office/at their desk?

YES...

Ask them.
Did they have it?

NO...

Sit in their chair, look around for obvious place it could be, take a selfie, send it to them, and wait for them to return, or keep looking.

**Post to social media about how hard it is to find your missing document. (Bonus: include the selfie.)*

Did you save it on the network?

YES...

Do you remember what you called it?

NO...

YES/NO:

Do a search or start drilling through file folders.
Check "Recent" documents in your application.

Did you email it to someone?

YES...

NO

Is it the latest version?

YES - WIN!

NO...

Keep looking for a newer version or try to remember what you changed or email someone who might have a copy.

**Post a social media update with your results, be sure to thank and tag the person who helped you find it.*

{!-!-!- At any step in this process, you can give up and recreate the document.-!-!-}

NOTE: It costs \$250 in labor to recreate each lost document.

The "Paper Chase" WITH Document Management



You open up your application's search feature.

You type in metadata (such as customer account number, invoice number, customer name, etc.) or enter keywords (like a Google search) if you can't remember the exact name of the file.

Click enter.

There's your document(s).

Start working. Or answer your customer's question immediately. Or your boss' question. Or do whatever you needed to do with the document.

Find the information you need to do your job in seconds using document management.

