

Document Imaging Solutions, Inc.

Bringing digital imaging systems to a new standard

Paper Filing System vs. Document Imaging System

Cut Costs & Increase Productivity with our Document Imaging Systems

In a business climate where organizations are looking for ways to cut costs and increase productivity, document imaging systems are providing the most dramatic impact since the copy machine replaced carbon paper. Finding and retrieving a document using our document imaging system is significantly faster than with a paper-based system. The amount of time saved using our electronic retrieval system is enormous because it eliminates the wasted man-hours spent filing, searching, retrieving, and re-filing paper documents. This “found time” gives a business the option of either re-allocating an employee’s time to more productive tasks, or to reduce the size of its workforce.

When information is freed from the physical limitations of paper and converted into an electronic format, it becomes a more valuable strategic resource. Our document imaging system allows you to create electronic documents that can be viewed, searched, and printed from virtually any networked PC, while retaining their original look and feel — complete with text, graphics, photos, and color.

Problems of a Paper-Based Filing System

- The average document gets copied 19 times.
- 7.5% of all documents get lost, 3% of the remainder get misfiled.
- Professionals spend 5-15% of their time reading information, but up to 50% looking for it.
- There are over 4 trillion paper documents in the U.S. alone — growing at a rate of 22% per year.
- 90% of corporate memory exists on paper.
- Of all the documents that get handled each day in the average office, 90% are merely shuffled.

Source: Coopers & Lybrand

- *Create electronic documents that can be searched, viewed, and printed from any networked PC.*
- *Save thousands in annual storage and administration costs.*
- *Have access to the electronic documents at any time and from any location.*



Professionals spend up to 50% of their time looking for information.

Document Imaging Solutions, Inc.

Phone: 336.824.7011

Fax: 336.824.7012

www.esiimaging.com

Paper vs. Electronic Documents

	<u>Paper Filing System</u>	<u>Document Imaging System</u>
File Retrieval	May take minutes to hours, depending on whether the file has been properly filed, is on someone's desk, or has been removed from the office. Archived files are a particular problem if they are	You can search and retrieve documents in seconds right from your desktop PC - including archived documents.
Lost Documents	According to Cooper & Lybrand, 7.5% of all documents get lost, and 3% of the remaining are misfiled.	It is virtually impossible to lose a document filed using our system.
Document Filing	May take from a few minutes to several hours. Off-site filing is especially time-consuming.	Easily managed from your desktop PC; once accessed, documents are re-filed instantly with the click of a mouse button.
Document Sharing	Requires making multiple copies using a copy machine. The average document gets copied 19 times and most of the copies get filed.	Everyone accesses the same digital document, eliminating the need for physical duplicates.
Sending Documents	Mail 2-5 days, overnight mail, fax (poor copy). Faxed copies can be seen by anybody that walks by the fax machine.	Print, fax or e-mail documents. E-mail can be password-protected so that only the intended recipient can view the document.
Storage Space	One incurs the cost of filing cabinets plus the cost for the space that they require.	Approximately 23,000 documents can be stored on one CD, which costs under one dollar. Active files reside on your server (which requires minimal space).
Customer Service	When a customer calls you must usually pull the file and call him/her back. Many times this results in a game of "phone tag."	Customer files are retrieved instantly from any networked PC, reinforcing your professional image and avoiding many return phone calls.
Disaster Protection	Inherently vulnerable to physical insults (e.g. fire or water damage).	Duplicate electronic backups may be maintained off-site.

- *It is virtually impossible to lose a filed document using our system.*
- *90% of an organization's knowledge resides in paper.*
- *Print, fax or e-mail documents with our system using password-protected security at the document level.*
- *Approximately 23,000 electronic documents can be stored on a single CD costing under one dollar*



The time saved by electronic documentation is enormous!

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Summary

Reduce Costs

Document imaging systems can help you to reduce costs. Employees can accomplish tasks faster and do more because they have quick and easy access to the information they need. It further cuts cost by eliminating printing and publishing costs associated with paper forms.

Improve Communication

Improved communication is often cited as one to the key benefits after installing a document imaging system, since it facilitates the communication and sharing between organizations. It helps to break down the barriers between different parts of the organization.

DIS Corporate Information

Document Imaging Solutions, Inc. was established in 1996 to provide an affordable solution for converting paper into an electronic document format that can be quickly and easily accessed and shared throughout a company. It had been our experience that document imaging was cost prohibitive for most companies. We wanted to develop a system that was priced so that any business could take advantage of the benefits that document imaging offers. Furthermore, we wanted a system that was simple enough that it could be used by entry-level personnel, yet robust enough that it would still be a contender in the mainstream document imaging market.

The result is an imaging system that is both affordable and easy to use. Our systems are priced so that any company can justify the investment. They are so easy to use that entry-level personnel can be trained in a matter of hours to run the system, yet robust enough that they are currently being used by the U.S. Naval Command Center in Washington D.C. and by the U.S. Marshals Service. Our systems are highly adaptable to any size business and to any industry, as evidenced by the fact that it is being used by a wide variety of different kinds of businesses: law firms, C.P.A. firms, physician offices, schools, the food industry, oil industry, and the trucking industry, just to name a few.

- *Lost and misplaced documents are a thing of the past.*
- *Our system facilitates sharing information between locations.*
- *Information flows more freely using our system.*
- *Employees can accomplish tasks faster and do more because they have quick and easy access to the information they need.*



A document imaging system is a cost-effective solution to paper problems.

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