5 Ways to Improve Your Productivity with Digital Documents

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While hard copies and filing cabinets may seem old school, many companies are still working on implementing a digital transformation strategy and migrating documents to digital formats.

THE DIGITAL ADVANTAGE

In today's digital age, nearly everyone relies on digital document management systems to process paperwork, right? Surprisingly, not.

In a Xerox survey of 1,200 small and medium-sized businesses (SMBs), 82% say digitizing paperwork is important to their survival.

It's more difficult than many people think to make the full digital transition. Many companies across the nation are finding it hard to access the right tools they need to perform this transformation.

Whether it's traditional practices or an application switch that's getting in the way, the effects of this delay are more costly and cumbersome than most executives realize.

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THE PROBLEM WITH MANUAL PAPER PROCESSES

In a research study performed by Baker McKinsey, an analysis of the U.S and European markets showed that 69% of organizations define digital transformation as a tool for operational efficiency: taking an existing business process and seeking to improve or expand it with the use of technology

When you think about it, manual processes involve computers as well. Employees spend an incredible amount of time searching through document files and sifting through email threads looking for information.

Without a proper document management system, it's easy for critical data to get lost in the shuffle – whether it's somewhere in the pile of hard copies on your desk, documents submitted through your company's web portal, or in an email thread that might contain multiple attachments and even different versions of the same document.

So how can you use digital document management to increase productivity? **Discover five ways below.**

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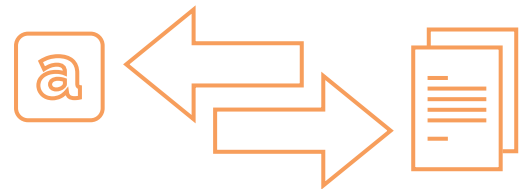
#1 Integrate a More Agile Digital Process

Document management doesn't have to be a hassle. In fact, your paperwork doesn't have to take up any physical space at all. When you integrate a way to process documents digitally, you're setting your team up for a more efficient process and more productive work.

There are a variety of applications on the market that can solve for document processing needs. Improving the management of your document lifecycle can be achieved by sourcing applications to solve workflow issues, signing procedures, collaboration, editing, and more.

Plus, you won't waste time or energy searching for the information you need in email threads. Make sure all your document edits are secure and maintained in a single version using a digital document management tool.
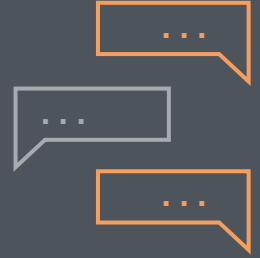
#2 Add Document Management into Existing Applications

Not in the market for a whole new application landscape? Who says you have to get rid of systems you already use? There are a variety of technologies on the market that can be integrated into a custom document processing application. All you need is the code and the developer to integrate it.

If you own your own enterprise content management system or company workflow application, it's incredibly simple to add functionalities to the platform. Implementing third-party solutions saves your company valuable development resources and time.

#3 Collaborate on Documents Within Your Own Platform

Does your team need to edit and track changes on the same document? Changes can often be lost in the shuffle when you're emailing the document back and forth using different versions. There's a simpler way.

Instead of integrating an entirely new application into your business process, you can incorporate a new functionality to your existing application. Third-party technologies enable your employees to not only view documents, but edit, comment, and track changes.

When you integrate third-party technologies into the backend of your platform, you are enabling capabilities inside of the application, allowing your users a more seamless experience without having to leave your application to process a document.

#4 Obtain Certified Signatures for Important Documents Quickly

If you need to get signatures from stakeholders or customers, you must ensure that your system can provide the security and authentication you need to create a binding document. You can opt for expensive software that only offers this capability, or you can enhance your own application by adding secure signing functionality.

With a little code, you can integrate an eSignature API technology into the applications you already use in your everyday business processes.

#5 Find Data Quickly Within Documents

Software integrations have endless use cases. In fact, there are so many functionalities that you can build into your own application, it's hard to figure out why so many companies spend countless dollars on expensive, stand-alone products.
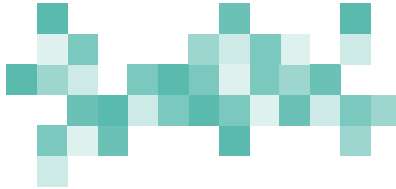
Data can be tricky to find and export. When you integrate a way to view documents of various file types into your application, you can also discover solutions for viewing, editing, searching, form field detection, optical character recognition (OCR), intelligent character recognition (ICR), and more.

DIGITAL DOESN'T HAVE TO BE DIFFICULT

While integrating a third-party technology can seem like a daunting task, software developers are skilled in this area. In fact, using your own applications for document management procedures can save your developers time, while saving your company money.

In addition, your team doesn't have to learn a whole new set of procedures in a brand new application. Instead, you can streamline the training to showcase more efficient processes within an application your team is already familiar using.

Want to learn more about how you can enhance your productivity with a third-party software technology? Visit accusoft.com for more information.

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