

Is Digital Imaging Right For you?



With all this industry talk of digital transformation, you may be thinking “is digital imaging right for my business?” We’ve put together a list of questions that will help you answer that dilemma and determine whether you should image your documents.

1. Is your office running out of space?

If you find that your office is becoming cramped and you’re running out of room to store your files, document imaging may be a good solution for you. This will free up valuable space and allow you to use it for other revenue generating activities.

2. Having a hard time finding documents when you need them?

Are you spending (wasting) a lot of time tracking down files you need in a disorganized system? Scanning your documents makes them easily searchable so that you can find what you need when you need it.

3. Are you worried about security?

Digitizing your documents allows you to secure them. Control who can see certain information and track who accesses your files.

4. Do you have a disaster recovery plan?

If your office has a fire or flood, are you able to recover your documents? Your digital files are protected and backed up 24/7 so that if the worst should happen, you’re covered.

5. Looking to improve customer service?

Do your customers have to wait for you while you find their information in a back room somewhere? Improve your customer service with digital forms that they can fill out on their mobile devices. Reduce search and retrieval times to speed up client waiting time.

6. Are you meeting compliance?

By digitizing your documents, you can improve security and tracking, make them accessible for the visually impaired, as well as meet retention standards for audit purposes.

7. Do you have a lot of files that you are currently paying to store off-site?

How often do you need access to these files? If you are storing your documents off-site and getting charged every time you access them, you are spending a lot of money that digitizing your documents will save. Stop paying retrieval fees every time you need a document – just access it online.

8. Do you have more than one office that needs to access your files?

Digital imaging allows you to share your documents electronically between offices instantly and securely.

9. Do you need to access your documents while out of the office?

With document imaging, you can access your files securely anywhere, at any time, on any device.

10. Is your filing system growing?

Implementing a day-forward digital imaging solution allows you to easily digitize new files as your organization grows.

[Click here](#), if you are interested in digitizing your documents and speak to the experts. We will help you determine the best solution for your organization.

