Industry Brief: Remote Work

Work effectively from any location with Enterprise Content Management (ECM)

As more employers add options for remote work, they're struggling to transition to effective and productive telework processes. The stakes are high. More than 85% of CEOs say having a clear vision of how to leverage mobile technologies can create competitive advantage, according to AIIM.[1] Luckily, remote collaboration doesn't have to be so hard! With the right remote work tools, you can get organized while improving and growing your business. To enable effective remote work and remote collaboration, choose a flexible, secure Enterprise Content Management (ECM) system that includes the following technologies:

- Cloud ECM to manage and store your documents securely
- Imaging and capture to scan paper into easy-to-use electronic files
- Workflow to automate processes and eliminate bottlenecks

"Team collaboration is one of the biggest factors that will contribute to the success of any business in the next decade. A joint study between the Institute of Corporate Productivity and Babson College found that companies that actively work to leverage collaboration as an organizational skill are five times more likely to be high performing."

~ AIIM, 2019

Easily and Securely Manage Files From Anywhere with Cloud ECM

Need a more efficient way to store and access your important organizational information? According to Dimensional Research, 85% of businesses can't find the information they need on a regular basis, a problem further complicated by remote work.[2] As the pace of business continues to increase, workers need fast, secure access to information from virtually any device and any location to make critical decisions and generate results. See how you can securely manage and organize all types of data with our award-winning cloud services, ImageSilo® and PaperVision®.com:

- Store documents in the cloud to access them anywhere from virtually any device at any time.
- Know who accessed documents, when and from where with advanced reporting and audit trails.
- Restrict access to sensitive data through extensive security settings — no matter the device.

Capture and Extract Data From Any File or Document

What if you could scan your paper files right from your desk? As the amount of information businesses must process increases, workers everywhere need a way to capture important information. Plus, 72% of organizations say scanning paper is still the most important part of their information capture strategy.[3] Increase productivity by turning paper documents into usable searchable files and eliminate the need to hand-key critical business data in any line-of-business application. Instantly save your business time and money using PaperFlow™, PaperVision® Capture, or PaperVision® Direct.

- Protect documents from theft, loss and natural disaster.
- Get up and running in minutes with minimal training.
- Automatically populate index values or merge them with existing data.

REAL PROPERTY MANAGEMENT® VANCOUVER

"Our customers and owners really appreciate ImageSilo®. The most common compliments we get are that it's electronic, easy-to-access, and time-efficient. We love what it's done for our business!"

~ Bob Butterfield, Owner & President
Real Property Management Vancouver

Key Features of *Remote Work & ECM*

- Easily manage documents anywhere, anytime with cloud ECM.
- Capture and extract data from any file or document.
- Streamline business processes with automation.

Any Document. Anywhere. Anytime.®

DIGITECH SYSTEMS

Streamline Business Processes with Automation

Looking to improve productivity? 96% of businesses agree that automation improves business processes.[4] Start electronically organizing, controlling, and intelligently routing the documents that drive your business. Make standard business operations easy to execute and easy to manage no matter where people are working. Users are instantly notified when new assignments and tasks are available, allowing them to finish work more quickly. Start saving time and money today with PaperVision® Enterprise WorkFlow.

- Decrease documents processing times to save money.
- Improve customer service by quickly identifying what stage a process is in and eliminating bottlenecks.
- Speed up internal processes and improve employee morale by eliminating manual tasks.

[1] AIIM (2020). "Expanding Your Business Outside of Company Walls: The Guide to Building Your Strategy"
[2] Database Trends and Applications (2018). "ECM Is Dead: Long Live Intelligent Information Management"
[3] AIIM (2019). "Incorporating Intelligent Capture in Your Digital Transformation Strategy"
[4] AIIM (2017). "10 Things You Need to Take Process Improvement to the Next Level"