

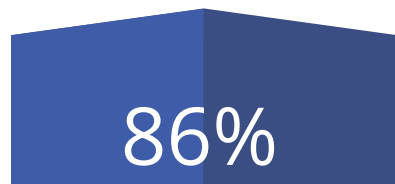
How to optimise your digital documents

3 easy changes for greater efficiency

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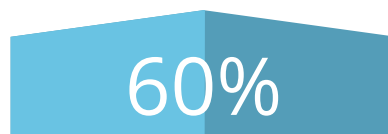
82% of UK CEOs in a 2014 survey* rate technological advances as having the greatest impact on their business over the next 5 years. Choosing the right technology can improve efficiency and reduce costs not just now but over the years to come.

Easy changes to boost business efficiency



Electronic signatures

The cost savings possible compared to paper based approvals.**



Ditch filing cabinets

The % of your floor space dedicated to filing paper.***



Fast searches

The % of your staff's time wasted searching for paper documents.****

Secure, consistent information 'on the go'

The World's gone digital and it's worth investing in a system that provides secure, anytime, anywhere access to your documents using mobile devices. This improves staff efficiency and accelerates customer approvals through the use of electronic signatures.

Find paperwork fast

Technologically advanced systems use powerful OCR with full auditing, tracking and robust version control. A non-index system will make filing and finding documents fast and efficient, ensuring that they are never lost.

Ditch the filing cabinets

According to the Gartner Group one of the biggest hidden costs facing any company is the time it takes to manage paper files. So why not ditch the filing cabinets and find a system that will let you mirror your current paper-based system?



* www.pwc.com **www.signinghub.com ***www.eco-efficiency.com **** Cooper and Lybrand, INC Magazine

If you'd like advice about document management systems, please contact us!

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