

This Free E-Book is brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

What Is Backfile Document Scanning?

By AccuserveONE

Backfile Document Scanning is scanning your recent and archived paper files, documents,

blueprints or any other paper and converting them into an electronic format, giving you the ability to access them via your PC, network, or even online using the World Wide Web.

Most companies after some investigation find that the resources required to start their own backfile scanning processes are very costly in more ways than one, and that most times the lack of accuracy and the amount of time your staff will devote to the project is more costly to your business by pulling them away from their normal everyday tasks. Deciding to implement a "paperless office" is very beneficial, and the day-forward aspect of scanning in all the new documents increases your productivity.

Most companies who decide to move towards a "paperless office" face backfile scanning issues and this is very common. What options are there? Which one is right for you?

In-House vs. Outsourcing: How to Choose

1. Purchase an in-house system and direct your staff in an on-site backfile scanning and conversion process.
2. Purchase an in-house system and direct a vendor's staff in doing the preparation, scanning, and indexing on-site.
3. Contract with a vendor to operate their system, using their staff at your site.
4. Send your files and documents off-site for scanning and indexing, making them available via CD, DVD, or on the Web.

Most organizations differ in their availability of staffing, resources, and goals. In a private study, a group examined the broad issue of electronic document management and backfile scanning. The group identified these four general combinations of in-house and outsourced services to consider. The

What Is Backfile Document Scanning?

first three required dedicating space in-house, the first two required purchasing and maintaining equipment, and the first required hiring more full-time employees.

Only the fourth option relieves all the burdens of the first three.

AccuServe ONE can offer a host of document scanning services

<http://www.accuserveone.com/>

to

handle all your backfile scanning and conversion needs.

Top Filing Systems: Go Digital!

By Trevor Marshall

If you are one of those people who have ever accidentally lost or spent far too much time rifling through drawers for that particular file, you may be interested to know that modern technology can change your unorganized drawers full of paperwork into digital format, with many added benefits.

1. The Benefits of Digital Format:

– Files are easily distributable – Files are indexed perfectly and are incapable of going out of order – Files are searchable – Can be easily backed-up and restored

Q. How Can I Easily Convert All My Paperwork Into Digital Format? A. All you need is a good document management system that will ensure you have the luxury of finding the correct documents that you need in just a click of a button.

Q. What Is A Document Management System Exactly? A. You install an application to your personal computer that will give you the option to categorize your files according to their type as well as their contents. This will really make your recordkeeping a breeze.

Q. I Am Organized Enough Already, What Benefits Will This System Have For Me? A. Aside from being able to keep track of your electronic documents, you might as well take the time to scan your paper documents to your computer to have an electronic copy of them as well.

>From scanning paper documents onto your computer, you can also retrieve various other electronic documents from the internet or from other people's files (if your document management system is for a business where the system is shared by everyone in the office). Just simply use the drag and drop system for you to be able to put your electronic documents to its proper folder.

1. Standard Edition

What Is Backfile Document Scanning?

The doQuments Standard edition is meant for home and personal use. It is the simplest among the three document management formats and is a quick and effective solution for managing all your electronic and paper documents. There is also the doQuments Professional edition which is a document management system that is meant for the upkeep of files in small scale businesses.

2. Professional Edition

With this version you will now be able to do more things with your document management system. This document management system is faster and allows a larger database. It also contains a nifty feature called parameterized queries that ensures you can locate specific documents in just a few clicks.

3. Enterprise Edition

Aside from combining the features of the professional edition, the enterprise edition also allows a web edition where you can connect the program directly to a server (a website or intranet system). Now you can access your data from anywhere in the world that has an internet connection.

For more great document management software related articles and resources check out

<http://www.documentmanagement.infotechhq.com>



This Free E-Book has been brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!