10 Reasons why DASH DDX™ makes sense for your business Document Management software

Nearly half of organizations surveyed report that their basic business processes relied on some manner of paper documents or digital unstructured data (scanned documents, email, etc), and that over half of their business data is stored in this format. That represents a significant reliance on loosely organized files (paper as well as digital).

Effective management of documents and the information they contain is *absolutely critical* for every business. Yet companies reported that using and processing such documents **takes too long** (39%), **costs too much** (29%) and that the **volume is growing too quickly** (29%).

Companies have a clear choice: They can either invest in technology to capture and manage all of that unstructured information, or they can continue to rely on costly and less effective manual operations. As expected, those that adopt Document Management systems like Dash's DDX™ vastly outperform their peers in time spent on document processing, visibility of information and overall cost.

Here are 10 reasons you should be using Dash's DDX™ Document Management software in your organization.

EXPERIENCE THE POWER OF
PAPERLESS

Eliminate the hidden costs of paper. The true cost of paper, over its lifetime, is 31 times the original purchase price. That means that 100,000 pages cost you approximately $37,000. This is one reason why DDX™ pays for itself in mere months, then keeps on rewarding its users with on-going savings.

Increase Visibility. Finding needed documents fast translates into quicker, better decisions with less effort. The average employee *saves 2 hours every week* looking for information when using an electronic document management system. Plus, once a document is found, it's often copied and sent elsewhere. It costs an average of $18 to create a copy, a cost that's virtually eliminated with DDX.

Easier filing. It costs you $20 to file 1 paper document. With document management, the time to scan and capture 1 document is 1.4 minutes (49%) less than traditional filing methods. DDX can save you up to $10 per document, and in some cases ever more.

Make better use of your space. The space consumed by paper files can always be better used for better purposes, like office space or production.

Create order from chaos. You may be able to search your unstructured documents, but without some structure, finding exactly what you need is hit or miss. Have you ever seen Google return a million matches? By classifying and categorizing your documents during capture, DDX makes finding what you need much easier and more focused.

Streamlined processing and handling. Companies experience a 14% cost reduction in processing and handling when they switch to electronic document management. Add DDX's ERP Integration and auto-delivery capabilities, that savings is boosted significantly.

Never lose another document. Each lost or misfiled document costs organizations $120 or more to locate or reproduce – if it's even possible. And the damage to business through lost business or bad decision making can be irreparable. DDX solves this with tight protection and its multi-dimensional filing mechanism (1 document filed in multiple ways simultaneously) making loss or misfiling almost impossible.

DASH
the document management people

Deliver automatically. Rather than print and mail, or fax – DDX can automatically deliver many of your business documents for you, saving substantial time, materials and postage along the way.

Revision Control. No more mistakes made from using the wrong version of a document. Even when you find a document, how do you know that you are looking at is the most current version? Expect that problem to evaporate with DDX and its revision control features. Companies realize a tangible increase in their accuracy with the improvements offered by DDX.

Eliminate risk of loss, damage or destruction. Disaster recovery actually becomes possible when documents are stored electronically in DDX, and proper backup procedures are in place. In paper-based storage systems, recovery from a disaster may be impossible.

Conclusion

Companies receive tremendous value by investing in this part of your business. The Aberdeen Group says: "Organizations with document management tools spent half as much per document as those that had not made this investment". This is an every-day experience for Dash's DDX™ users.

Experience the power of paperless. Visit www.dashdev.com, or call DASH for more information at 262.345.5600

DASH Development Group

W176 N9830 Rivercrest Drive, Suite 104 Germantown, WI 53022 USA

Phone: 262.345-5600 | Fax: 262.345.5604

www.dashdev.com

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