

## Self-Assessment

# Is Your Organization Ready to Implement Document Management?



Many organizations are overwhelmed with managing mounds of paper documents. With the overwhelming amount of regulations and paperwork required of so many industries, many offices are struggling to keep up with all the paperwork. Finding ways to gain better control of your paper documents can improve your business processes and help you better manage high volumes of information much more effectively.



Take the first step in automating your organization's mountains of paperwork by taking this 1-minute self-assessment.

	Yes	No	Not Sure
Are your documents fully digitized, securely stored and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a digital workflow system where nothing gets lost and info is shared seamlessly between departments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you confident your files and paper documents would be saved in the event of a natural disaster or catastrophe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a system to search by customer name, invoice number or any other value to instantly access a complete collection of related documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any protocols to ensure confidential files and documents containing personal or critical business information is secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization need to cut the information silos and empower both managers and administrators to create more efficiency and save more time and money?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## How did your organization score?

If you answered "Not sure" or "No" to any of the questions above it's time to talk to a Milner Expert. Contact us to find out how your company could benefit from adopting a document management solution.

Contact us  
today to get  
started

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