



Managing Documents – Fact Find

Fully understand your current document management processes for improved work efficiency.

1. Current working methods for document retention:

	Yes	No
1a. Do you use Microsoft Windows folders?	<input type="checkbox"/>	<input type="checkbox"/>
Do you use paper files?	<input type="checkbox"/>	<input type="checkbox"/>
Do you retain emails in their native format?	<input type="checkbox"/>	<input type="checkbox"/>

	Microsoft Windows folders		Paper files		Emails	
	Yes	No	Yes	No	Yes	No
1b. Are documents/files/emails shared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you operate a consistent document/file naming convention?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are documents/files/emails easy to find?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are documents/files/emails accessed offsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are documents/files/emails accessed daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1c. Percentage (estimate) of documents held within:	
Microsoft Windows folders	<input type="text" value=""/>
Paper files	<input type="text" value=""/>
Emails	<input type="text" value=""/>
Total percentage*	<input type="text" value=""/>

**N.B. This total is unlikely to be 100% due to document replication. This could, however, impact on GDPR. Visit www.watermarktech.co.uk/gdpr for more details.*

	Yes	No
1d. Do you already utilise a document management system (DMS) or other?	<input type="checkbox"/>	<input type="checkbox"/>
If 'yes', what is the percentage (estimate) of documents held within it?	<input type="text" value=""/>	

2. Current costs of document retention:

2a. Costs associated with paper filing	Average costs (£)*	Your monthly cost (£)
A4 ring binder	£1.00	<input type="text" value="£"/>
A4 lever arch file	£2.00	<input type="text" value="£"/>
Ream of A4 paper (500 sheets)	£3.50	<input type="text" value="£"/>
Photocopying per sheet (black and white single sided)	£0.10	<input type="text" value="£"/>
Printer cartridge/toner	£15.00	<input type="text" value="£"/>
Copier cartridge/toner	£80.00	<input type="text" value="£"/>
Filing cabinet (four drawer)	£80.00	<input type="text" value="£"/>
Suspension files (pack of 50)	£15.00	<input type="text" value="£"/>
Plastic wallets/punched pockets (pack of 100)	£5.00	<input type="text" value="£"/>
Total paper filing costs per month		<input type="text" value="£"/>

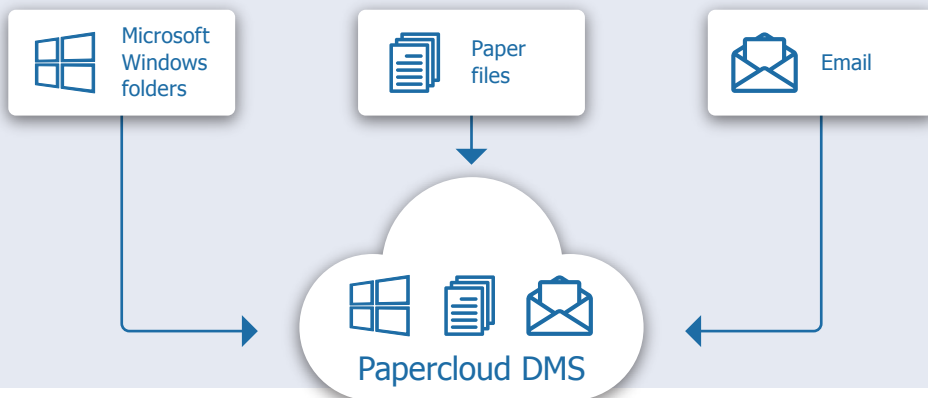
2b. Costs associated with document storage	Your monthly cost (£)
Internal office space utilised for paper storage (On average, 16% of office space is used for storage)	<input type="text" value="£"/>
External storage costs per box/month	<input type="text" value="£"/>
Total storage costs per month	<input type="text" value="£"/>

2c. Costs associated with document retrieval	Your monthly cost (£)
Staff costs	<input type="text" value="£"/>
External retrieval costs	<input type="text" value="£"/>
Total retrieval costs per month	<input type="text" value="£"/>

Total monthly costs for document retention (2a + 2b + 2c)

**Sources: Staples, Viking Direct, Office Outlet*

Business is complex. Managing documents is not.



Bringing all of your current methods of document storage together into one secure environment can help your business become more efficient, whilst also enabling GDPR compliance.

Watermark's document management solution, Papercloud has been designed with the user in mind and provides the ability to:

- Retain all file formats and emails in a single controlled location
- Be protected from the likes of ransomware and other malicious programs, so your data is always safe and secure
- Easily manage and track changes to documents with version control and audit trails
- Access and retrieve documents anytime, anywhere, via the web and on any device
- Replicate existing filing structures
- Create file uniformity through the use of pre-defined templates
- Control document access through the creation of 'cabinets' within the software

And, what's more, storage is unlimited, it is simple to use and is GDPR compliant!

(Visit our website for more details: www.watermarktech.co.uk/software/papercloud)



www.watermarktech.co.uk