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Maximize Your ROI: Document Management Best Practices

Your business has already turned to document management to eliminate paper from your office. You're now realizing the many benefits of storing, archiving, and managing documents and files digitally, improving both efficiency and productivity within your organization. But are you sure you are maximizing your return on investment (ROI)? Here are the best practices you should follow to ensure you maximize the ROI from your document management solution.

Use a consistent naming convention.
A document management solution won't be very helpful if you aren't realizing one of its most fundamental benefits: easy access to your documents. Avoid this pitfall by establishing a company-wide naming convention that prevents employees from independently coming up with their own file names. With everyone using the same, logical file naming convention to ensure consistency, you'll see improved navigation and eliminate headaches when searching for files.

Replace folders with metadata.
Another way to help make it easier to locate your documents is by utilizing metadata rather than a folder structure. Eliminate misfiled documents and cumbersome, nested folders—both of which lead to lengthy, time-consuming searches—by tagging your documents with metadata. Metadata allows you to filter and group content, improve organization, and find your documents quickly.

Control access to documents and files with permissions.
Businesses are handling more confidential data than ever, regardless of which industry they're in. Therefore, it is imperative to safeguard this sensitive information by controlling who has access to it. Restrict access to documents, files, and/or folders through role-based user permissions, allowing access to only those you deem necessary.

Implement a document retention policy.
How long a company is required to maintain a copy of its documents varies by industry and its associated regulations. Ensure your business remains compliant by creating a policy for the proper retention of its documents. This policy will prevent the deletion or modification of documents before they have reached their 'maturity date' and control who is able to perform these actions.

A document management solution is a powerful tool for businesses, but just how powerful depends on the steps you take to ensure you're getting the most out of it. To learn more about maximizing your document management solution's ROI, contact us today!

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If You Want Them to Follow the Leader, You Must Sound Like One

A big part of being a leader is speaking to those expected to follow you. Here are some communication tips to help you sound like a leader.

Pause, think, answer – It's difficult to sound confident and trustworthy when you're constantly filling gaps in your speaking with filler words such as "um" and "uh." An effective way to eliminate filler words from your vocabulary is by pausing and thinking before speaking, giving yourself a moment to gather your thoughts.

Use clear language – Leaders are often required to speak about tough or difficult topics. Using direct language that is easy to understand shows confidence and stability in a leader.

Be engaging – Leaders should be entertaining when they speak so what they say resonates with their audience. Be passionate while speaking.

Have solutions to offer – Rather than just identifying problems, good leaders are always prepared to offer a resolution to them as well. Otherwise, you're merely finger-pointing, which is rarely an effective tactic.

Data Security Mistakes Small Businesses Need to Avoid

Is your company doing all it can to protect itself against cyberthreats? Here are some of the most common data security mistakes made by small businesses.

Lacking an exit protocol – Do you have a policy in place requiring employees that leave your company to hand over confidential data stored on their personal devices? If so, do you enforce it? Confidentiality agreements are another way to protect sensitive information from being revealed.

Relying on outdated technology – Time doesn't stand still when it comes to technology. No matter how effective a piece of equipment or version of software may be, it's always one day closer to being obsolete. It is essential you remain vigilant with software patches or updates to existing devices and budget for replacement technology to keep your data safe.

Betting on yourself – Are you qualified to protect your data from the sophisticated threats we face today? Data security is hardly the place to cut corners to save money; why not outsource your security to trained IT professionals?

Small businesses are not immune to data security threats, and they lack the resources large corporations have at their disposal to combat data breaches. Avoiding these mistakes will help minimize the risks for your company.

How's Your Company's Financial Health?

Track your finances: Are you accurately tracking both the inflow of revenue and outflow of expenses? Not having a good idea of how much your business spends and earns will leave you ignorant of its financial health.

Monitor your debt: Continually borrowing money and paying interest fees is not healthy for a business. Heavy debt can overburden a company and prevent you from investing in your company's future.

Stay on top of customer invoices: If your customers haven't paid invoices in 90 days, odds are they'll never pay. Without that cash coming in, you won't have money to pay your expenses.

Have a safety net: Businesses should have in excess of two months of their operating expenses in reserve to cover themselves. Are you prepared to cover unforeseen expenses without taking a loan or opening a line of credit?

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Maybe Open Offices Aren't a Good Idea After All

Ever consider an open office floor plan? It's all the rage, but there are a few drawbacks. Consider the following.

Added Distraction - Our best work is done when we have total focus on what we are doing, and that level of concentration is difficult to achieve with the commotion and constant interruptions of an open office.

Increased Stress - All of the noise and distractions that are commonplace in open offices lead to over-stimulation, which research has shown to stress out your staff.

Decreased Privacy - Another downside of the open office is a lack of privacy for employees, which for many leads to anxiety and paranoia about always being watched or listened to.

Off-topic Chatter - While open offices do increase conversation among employees, they aren't talking about work-related matters. Employees are more likely to spend time talking about television shows and weekend plans than work.

While it may seem tempting to ride the wave of open office layouts that has swept the country, consider if it's right for you before knocking down walls.

The Dangers of Using Counterfeit Print Supplies

Counterfeit ink and toner cartridges for printers have become increasingly common in the office technology sphere in recent years. Consider the following.

What's the downside of counterfeit cartridges?
Counterfeit print cartridges can compromise the efficiency, reliability, and longevity of your office equipment. Tests conducted by Buyers Laboratory Inc. (BLI) revealed that up to 47 percent of non-genuine toners failed during their lifetimes. Counterfeit ink and toner cartridges can also result in lower page yields, substandard print quality, increased servicing, and costly damage to your printer.

How can you protect yourself against counterfeit print supplies?
The surest way of avoiding a counterfeit print cartridge is by purchasing your supplies from a reputable office technology provider. Avoid buying printer consumables from online sources such as Amazon and eBay; instead, turn to an office equipment dealer that has been in business in your area long enough to make them a trustworthy partner.

Guarantee outstanding value and exceptional quality by avoiding counterfeit printer cartridges. Contact us today to learn more.

Fresh Year, Fresh Start: New Year's Tips for Your Business

While you've got most of the year ahead of you, what you do now will set the tone for the next 12 months. Take these measures to increase your company's odds of success this year.

Promote your business – Promoting your business often goes neglected. With a new year upon you, it's the perfect time to get a fresh start and make marketing a priority. Create a marketing plan and resolve to follow through with it.

Improve your digital presence – If your company doesn't have a website, it's well past time to create one. Have a website that hasn't been updated in a couple of years? Bring in the new with a refreshed, modernized, mobile-responsive site that portrays your business in a positive light. If your company is not active on social media, you're missing out on an extremely cost-effective way to reach people and enhance your brand.

Invest in new technology – You put up with inefficient or obsolete devices and software last year, but it's time to put that in the past. Whether it's a new PC, printer, phone system, or software suite, start the new year off on the right foot by eliminating headaches while improving efficiency and productivity with the latest, greatest technology.

Things to Consider Before Choosing Your Next Office Printer

You've decided it's time for a new office printer. Before you begin looking, take time to consider your office environment and your staff's needs to help ensure you select the right device.

Having a clear understanding of what you expect from a printer and what type of work you will be doing with it will help you decide the type of device that best suits your needs. Are you only going to print documents to be used in-house, or will you produce high-quality documents to be shared with clients and prospects? How about the approximate volume of your outputs and number of employees using your new machine? Consider whether you need a device that simply prints, or if you would benefit from a multifunction printer (MFP), an all-in-one device that includes scanning, copying, printing, and faxing functionalities.

It's also important to consider whether you have an agile, mobile-centric business environment that would find mobile or wireless printing invaluable.

Before you choose a new printer for your office, put the time in to thoroughly evaluate your unique workplace and its printing needs. But don't forget that you aren't on your own! Contact us today for help determining the best device to meet your office's imaging needs.

Hot Products

XC6152

Save time with the XC6152's integrated software and solutions. Stay productive with print and scanning speeds fast enough to keep work moving. Look sharp with gorgeous color and finishing options.Copier capabilities in an affordable, space-saving device.

- Print Speed: Up to 52 ppm B&W and color
- Print Resolution: Up to 1200 x 1200 dpi
- Monthly Duty Cycle: Up to 200000 pages per month
- Network Ready
- Standard Duplexing

Pro C7110X

The Savin Pro C7110X digital color production system is designed with industry-leading features and functions to help our customers create new business opportunities and meet demanding workloads. It delivers fast turn-around times, accommodate a wide range of media and offer professional finishing options.

- Print Speed: up to 90 PPM in Color and B&W
- Max Paper Weight: 360 gsm
- Max Paper Size: 13" x 27.5"
- Max Paper Capacity: 16,200 sheets
- ENERGY STAR Qualified

imagePRESS C650

From enterprises responsible for office type printing and the printing of previously outsourced high quality marketing collateral to franchises where paper handling, space, and budget are key concerns, the imagePRESS C650 offers production grade features at a budget friendly investment.

Whether you're printing jobs for external clients or pushing through important print jobs for internal stakeholders, it's crucial to keep your customers satisfied and that's what the imagePRESS digital color presses are all about. The imagePRESS C650 delivers stunning image quality at up to 65 letter-sized impressions per minute, enabling demanding office environments, CRD's, and light production shops to print a variety of applications including newsletters, presentations, marketing materials, business cards, brochures, envelopes, and even banners up to 30 inches in length.

- Print speed: up to 75 ipm
- Network Ready
- Standard Duplexing
- Maximum paper size: 11" x 17"