

6 Winning features of user-friendly software that your team will want to use everyday

With so many solutions on the market today for digitizing and securing your company's documents, improving processes, or solving any business challenge you might have, it can be hard to figure out which one to go with.

To cut through the noise, let's focus on one important software feature: **being user-friendly**. With user-friendly software, your IT team can get it up and running fast and your everyday users will use it with confidence.

Check out these 6 key features to evaluate whether a solution is right for your company:

1 Simple installation and updates

Ease of use starts before anyone in your organization even uses the software program. If the technology takes hours to install or is difficult to integrate into existing processes, that's not what you're looking for. One of the advantages of using cloud-based rather than on-premises software is that authorized users can access information from anywhere with an internet connection. Also, check if software updates will be seamless and automated or require internal IT resources; you want software that will give your IT team a break and be easy to get users up and running fast.

2 Clean interface and intuitive navigation

Make sure the solution has a clean, modern-looking interface without unsettling colors and design elements. Choose software that presents an environment that's familiar to your workforce, such as if your staff is used to working in a Windows environment where tasks are based primarily on clicks and drag-and-drop. Pay attention to navigation too. Make sure the menus in the solution you choose are set up in a logical way; someone familiar with your processes but not familiar with the navigation should be able to successfully figure out where to click to get where they need to go with little trial and error.

3 Efficient operations

Being able to achieve a significant increase in efficiency is a must-have for software to be considered user-friendly. Team members shouldn't have to click 12 times to complete a routine task when software could easily be set up to support a two-click process. Tedious, repetitive, and simple tasks should be able to be automated to remove the burden from staff and let them focus on more high-value tasks. Also, review the software's capabilities to ensure it can automate not only tasks but complete processes with what is called workflows and e-signatures.

4 No additional software resources required (but doesn't rule them out)

User-friendly software gets its job done without requiring you to purchase and/or implement a third-party solution on the side. Look for software options that stand alone. But make sure the solution you purchase doesn't restrict third-party integrations. As your business grows and evolves, you may need those options to support new requirements. The software should also integrate with your existing technological infrastructure including your ERP and accounting and HR-specific software.

5 Certified security

No company is immune to security issues; [more than 40% of cyberattacks target small businesses](#). And if a breach does occur, it can take months on average for it to be discovered! No software should get a stamp of approval without robust security. Discuss security needs and requirements with vendors before making your purchase. Some of the best options are those that provide ongoing security updates to keep your business processes and data as safe as possible. Cloud-based options should include the use of the Advanced Encryption Standard (AES), strict data separation and real-time security analysis.

6 Extensive support options

Finally, the range of support options a solution has can make or break a software's grade for user-friendliness. In addition to comprehensive help files within the software and the ability to reach out and connect with an expert support team, you should look for additional resources that will help your teams make the most of their solution. These include: a product-focused educational blog or newsletter, a searchable knowledge base, community forums and support contact times that work for you.

What if we told you there is one solution that will digitize and secure your documents as well as increase team productivity? Let's start a conversation about how fast-to-install, user-friendly document management software can support you in achieving your business goals for this year.

Contact us today for a no-obligation demo; simply reply to the email you received this guide in or use the contact info located at the bottom of the email.