N E W S L E T T E R

It's Time To Go Paperless

Four Simple Steps To A Modern Paperless Office

So your desk is buried in paper, your shelves are overcrowded with stacks of documents, and you've carved out just enough space for your keyboard, mouse and coffee? It's time to go paperless, not just for your own sanity, but to streamline the entire business. It's the one move that saves time and space while gaining flexibility for your mobile workforce. When you're ready to adopt paperless processes, consider these 4 steps:

1. Leverage the cloud for storage and search: Documents can be uploaded, viewed and edited only by those with permission. Google Drive is the easiest tool to begin implementing paperless storage and collaboration, though Evernote and Microsoft OneNote are also strong contenders.

No matter which you choose, you'll be able to easily find files using search functions, and no longer need to remember whether it was filed by name, subject or category – just enter what you need and let the system locate it for you. Then simply update, share or email the file as required. No more filing cabinets or archive rooms, just clutter-free workspaces, room to breathe, and possibly even lower overheads now that you could fit into a smaller office space.

Digital files will also allow remote access, perfect for working on the go or telecommuting staff. Access files at any time using your secure login, on any device, from any location.

2. Provide training across the board: Establish ongoing training to ensure all workers are up to speed with the new system and the way you'd like things done. This is the time to set standards for file and folder names, new collaboration norms and security protocols. Long-term adoption will require cooperation from workers at all levels of the business, and training for everyone will go a long way towards success.

3. Scan necessary papers: The move towards digital files often requires a step back to scan necessary files into the system. Many of the office grade multifunction printers offer double-sided feed scanning, so you can quickly scan papers into the system and then dispose of the paper. Alternatively, you can obtain special scanning hardware like the Fujitsu Scansnaps.

Any new paper documents can be scanned likewise, and even faxes can be set to accept digital files only. Each file will digitize to quite a small size, so running out of hard drive space shouldn't be a concern.

4. Prioritize backups: The best way to prevent file and document loss is to have a robust backup system, including a regular off-site backup. Treat your backups as a vital insurance policy, so that your files are readily available and intact if required. Use your backups to address any issues as soon as they arise and keep your new paperless files well-managed and secure.

Ready to go paperless? We can help. Call us today at 0113 2579992.

In this newsletter, we'll show you two ways for your office to run faster and more efficient.

5 Undeniable Reasons Your Business Is Ready for Professional Network

Way to go! Your business has grown at lightning speeds and you've been adding new workers and computers along the way. Now that you're sure everything is on track to succeed, it's time to level up your network to a robust, scalable setup.

Why? Here are the top 5 reasons to call in the networking professionals today:

Speed: They say time is money, but time spent waiting for a large file to transfer person-to-person or across a bottle-necked system is torture. As a small business this lost time was negligible, but as your business has grown, so has transfer time. While it may only be 5 minutes a day to start, with roughly 260 work days in a year, that 5 minutes a day turns into 21 hours. It all adds up. Unfortunately, the impact of this lost time reaches well beyond the time taken to pass a flash drive around the office or queue up downloads from the internet – it's a break in workflow and concentration that can almost double the time off-task.

Efficiency: Almost every business requires employees to share digital files. Until now, you may have gotten by with a simple setup and minimal security, but as your workforce has grown, so has your network load. Each computer, storage drive and device adds further burdens onto your network, resulting in a slower transfer, errors, time off task, and even faster hardware failure. A professional network design will give your employees a central file storage location, with the added benefit of auto-saving and backups. No more losing hours of valuable effort or surprise file corruptions, just a scalable, secure server with smooth and efficient transfers.

Collaboration: Employees often need to work together on the same documents. Previously, this required them to take turns, waiting until someone else was finished before the file was available. With a modern network setup, collaboration becomes an organic, profitable way to work. Employees don't even need to be in the same physical location, opening up opportunities for remote collaboration.

Confidentiality: Every business needs to keep a few secrets. Whether they're trade secrets or accounting data, you have complete control over who sees what. Your network professional will be able to establish a setup that meets your business' unique confidentiality needs. Perhaps you'll have the CEO able to see everything, sales staff can only see sales data, and accounting can only see accounts. Set your access controls based on name, department, role or go further and require passwords for certain folders.

Flexibility: Expand your connection flexibility with wireless networking for employees who are required to roam within the building, Virtual Private Networks (VPNs) for those working at home, or even docking ports for those who switch between locations. A professional network setup will always support the way your business works, both now and as you continue to grow.

Your business' ability to securely share, store and transfer files will be one of the key contributors to continued growth. The speed, efficiency and flexibility you build into your processes now will save you time, money, and a whole lot of frustration. It's time to celebrate how far your business has come by looking to the future, with a robust, scalable network that supports your vision.

Give us a call at 0113 2579992 to discuss your new network.

Emerald ICT
Complete Computer Solutions

Unit 39g, Springfield

Bagley Lane

Farsley, Leeds LS28 5LY

0113 2579992

info@emeraldict.co.uk

www.emeraldict.co.uk