



Digital Paperless Mail 101

There are many benefits to beginning a digital paperless initiative for a company's daily mail and document management, but what does it all mean?

Digital documents provide access to permitted individuals regardless of location and can be viewed at the same time by different individuals. Creating a digital copy of a document and making it available within the company's network is efficient, increases security and provides a permanent record without taking up physical space within the facility.

Determining what you want to 'do' with your digital documents is the first step to ensuring a successful program. Who requires access? What elements need to be associated with a document to render it easily accessible? What are the remote access capabilities of your network?

Beyond the decision to pursue a paperless mailroom there must be constant communication between all users to ensure all aspects of their individual needs are addressed. For example - When are original documents critical to the requirements for an individual department or entity? How will they be handled in a paperless environment?

A paperless process is also extremely valuable to a Business Continuity plan by ensuring the safety of documents during an event that would otherwise destroy documents or restrict their access.

Any organization receiving mail today can benefit from a paperless process. The key is making the right choices from the start. Call 800-207-4807 or email us at info@omgservices.com today to determine if a paperless digital mailroom is right for you!