

## Some High Level Benefits of Imaging

Industry experience proves that imaging systems can provide tremendous advantages and cost benefits. Businesses have achieved the following direct benefits from imaging technology:

- Increased productivity through immediate access to complete and accurate electronic file folders holding critical business information.
- Reduced document costs and storage space by decreasing the need for copiers, filing cabinets, or other methods of physically storing documents - frees up usable workspace.
- Improved customer service through faster response and more efficient operations.
- Reduced clerical costs for filing, retrieving, duplicating, distributing, and refiling documents.
- Increased security by eliminating lost files and providing single-point control over access to documents and files.
- Comprehensive information processing through the integration of imaging technology with other applications and databases maximizes your existing information base.

Below is information extracted from Lee Mantelman: Imaging Guide  
(Flatiron Publishing, NY, ISBN 0-9366648-67-8)

### *Delphi:*

- 90% of all documents handled each day are merely shuffled
- Gathering and transferring paper documents consumes 90% of typical office tasks
- Workgroups lose 15% of all documents they handle and they spend 30% of their time trying to find them

### *AIIM:*

- Companies spend:
  - 5% of their total filing costs on equipment
  - 20% on space
  - 70% on salaries
- Typical four-drawer file cabinet holds 15,000-20,000 pages, costs \$25,000 to fill and \$2,000 a year to maintain

### *Coopers & Lybrand:*

- Companies make 19 copies of each document
- 7.5% of all documents get lost completely
- Companies spend:
  - \$20 on labor to file a document
  - \$120 on labor to search for misfiled documents
  - \$250 on labor to recreate a lost document

### *BIS:*

- 90% of corporate "memory" resides on paper

### *Nolan Norton Institute:*

In an imaging environment as compared to paper or micrographics:

- Productivity per employee jumps 25-50%
- Transaction times drops 75% or more
- Cost savings for reductions in storage space requirement range from 50-80%

### *Ernst & Young:*

Electronic document management can:

- Double or triple your processing capability
- Cut staff time up to 50%
- Reduce document storage space by as much as 60-80%

Below are some calculations you can work through yourself. Examples are included but please replace the values with numbers you feel accurately reflect your organization.

If your office generates 20 charts per day

If each chart grows to a total of 50 pages

Using 50 five-day weeks (250 days), one year would produce the following:

100 charts a week or 5,000 pages a week

$(\text{Charts per day} * 5 = \text{Charts per week then } \text{Charts per week} * 50 = \text{Pages per week})$

5,000 charts a year or 250,000 pages a year

$(\text{Charts per week} * 50 = \text{Charts per year then } \text{Charts per year} * 50 = \text{Pages per year})$

A typical 4-drawer file cabinet houses 15,000 pages.

So, the 250,000 pages from above would require 17 file cabinets

$(250,000 / 15,000 = 17 \text{ file cabinets})$

VS

A typical 4-drawer file cabinet requires 500mb of electronic storage space once digitally converted.

So, the same 250,000 pages would require less than 10 GB of electronic storage space.

According to Coopers & Lybrand, Companies spend \$20.00 to file a document.

Even assuming this to be an unreasonably high number, if your office spends half that: (5,000 charts per year \* \$10.00) equates to \$50,000 a year in filing costs.

Costs of seeking for only "one" document every day.

     employees \* 20 minutes a day \* 250 working days =      hours \* \$      per hour = \$??

So if you have 10 employees who each make \$10.00 an hour only retrieve "**one**" file a day it would cost you:

10 employees \* 20 minutes = 200 minutes a day

200 minutes a day \* 250 working days / 60 minutes in an hour = 833 hours

833 hours a year \* \$10.00 and hour = \$8,330 in labor

Again that is \$8,330 a year to have 10 employees only retrieve "**one**" file each day for a year.