

Need of Document Management Systems

From Crystal Infosystems Pvt Ltd



Do you have a large collection of documents?

Do you need to record information about all of your documents during audit regulation, or reporting?

Is more than one person involved in the write/approve/distribute process?

Does your management team constantly ask for new information or status reports on your document collection?

Do you regularly create, change or retrieve documents?

Do several people access the same document possibly from different locations, and possibly at the same time?

If your answer is '**YES**' to one or more of the questions then,

YES,

You need

Document Management System

Did You Know.....

Fortune 500 companies as a whole **lose an average of \$12 Billion per year** to inefficiencies caused by the lack of a structure for managing their documents and digital assets?

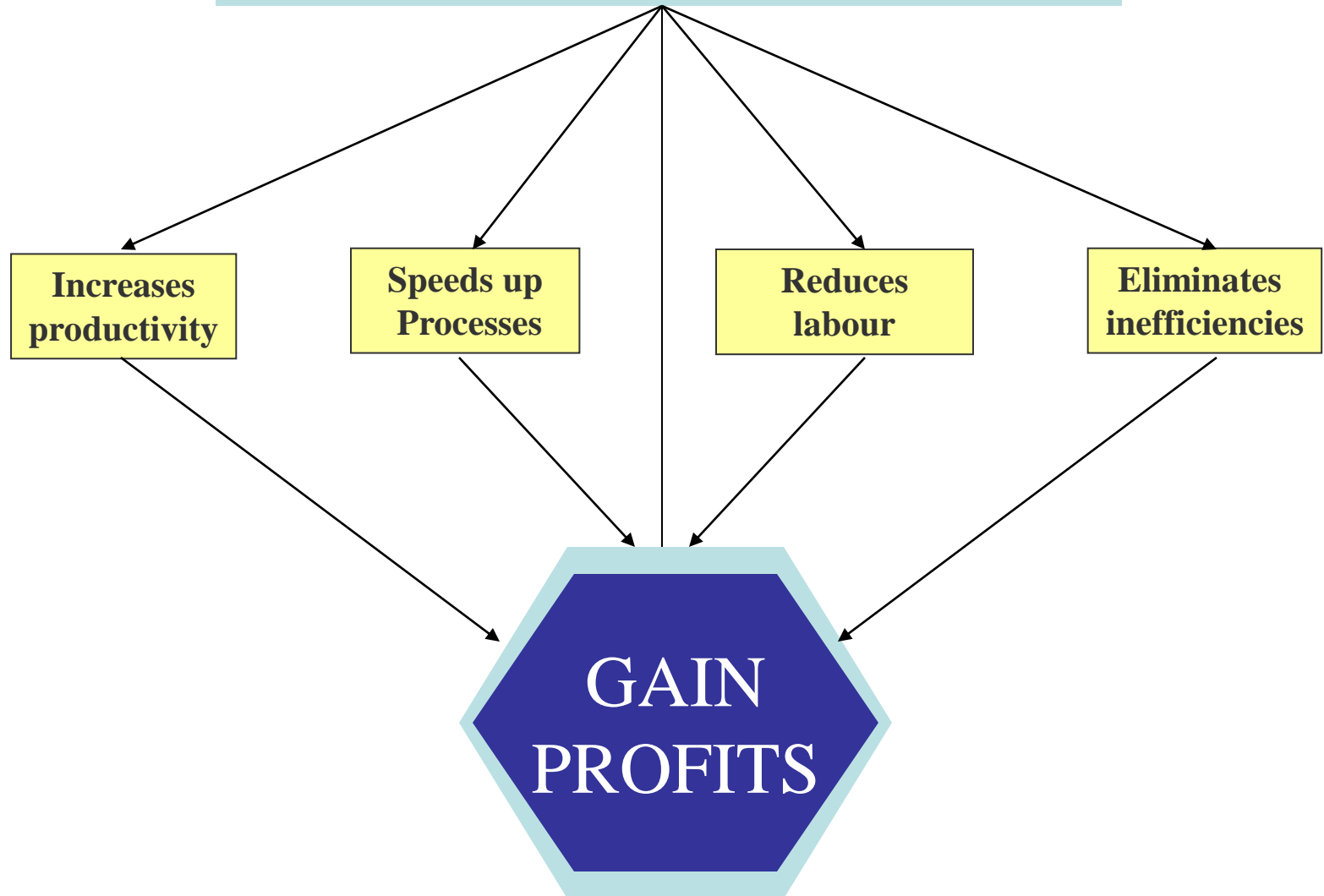
According to a research, the average **employee spends \$4,800** worth of their time annually just searching for documents.

An average employee spends **1 hour to search a document** in 20 minutes of reading.

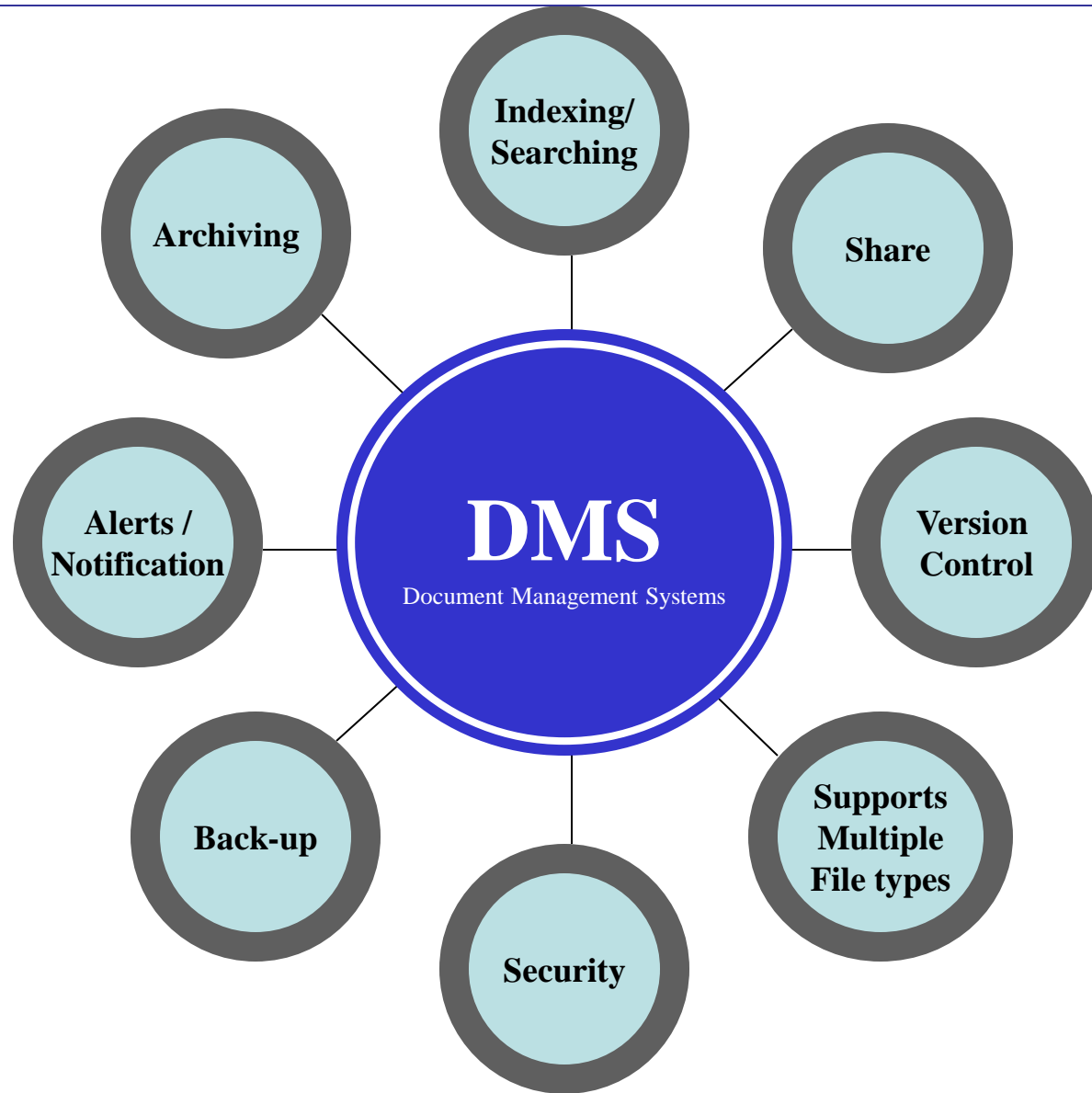
3% of paper documents get misfiled, while **7% get lost completely**

An average employee **loses 1 out of every 20 documents** and spends **3 hours re-creating** each lost document.

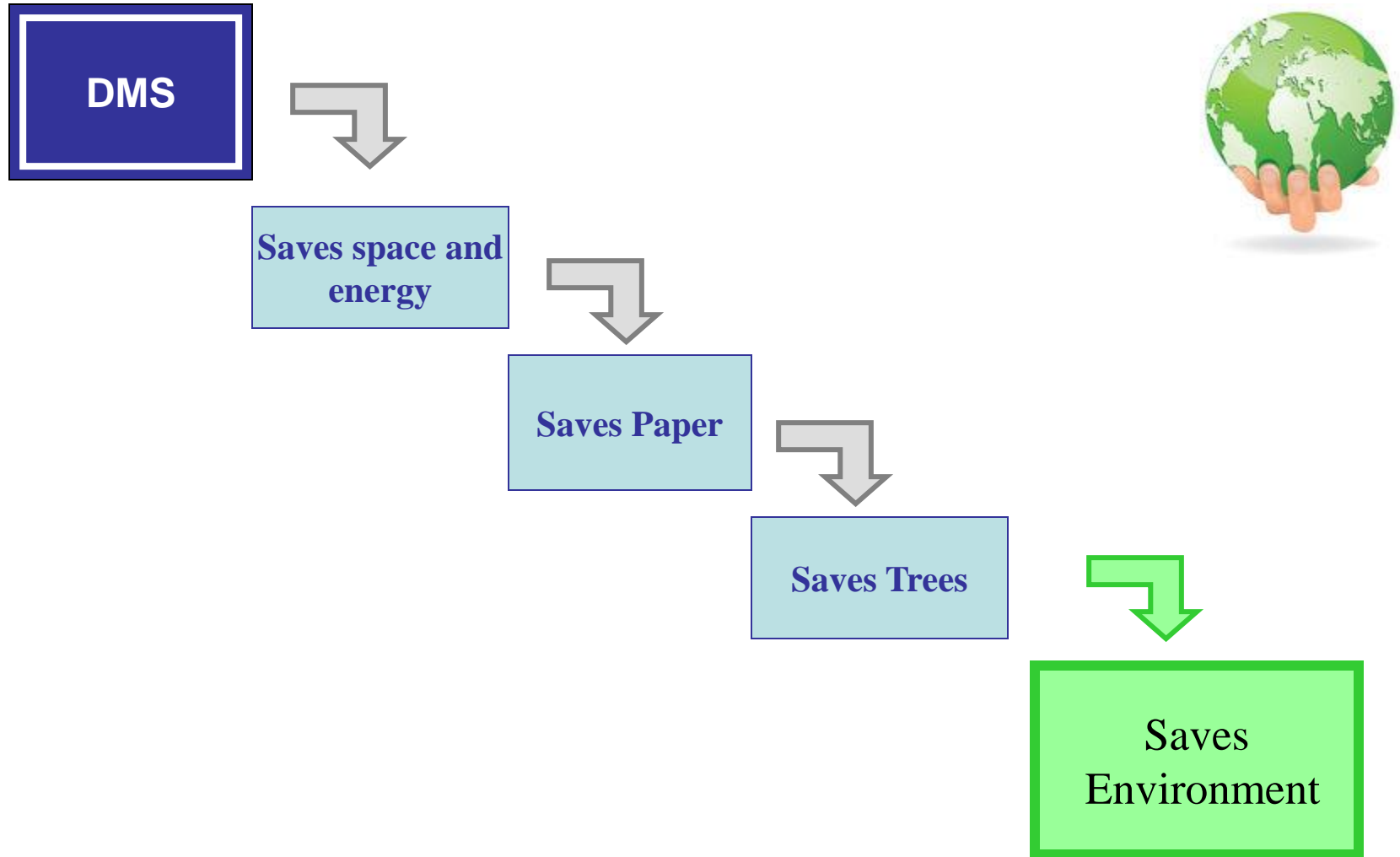
Digitization at Crystal Infosystems and Services



What is DMS



Paperless System = DMS



Go GREEN

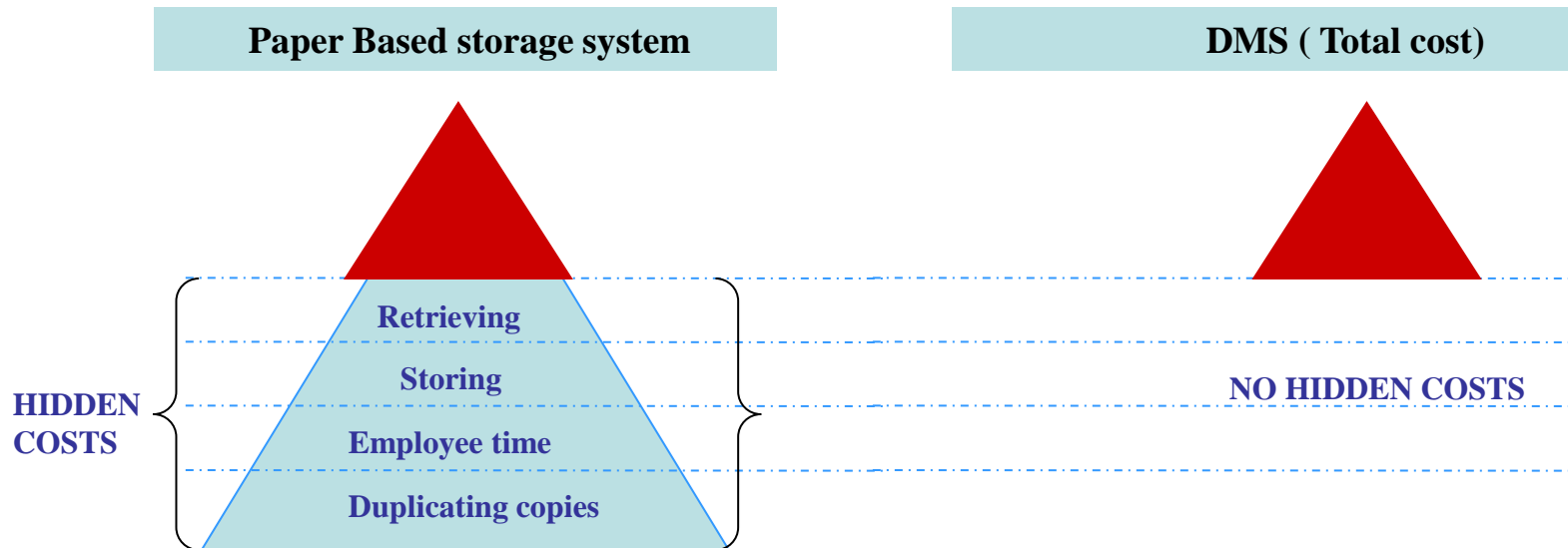


Go DMS

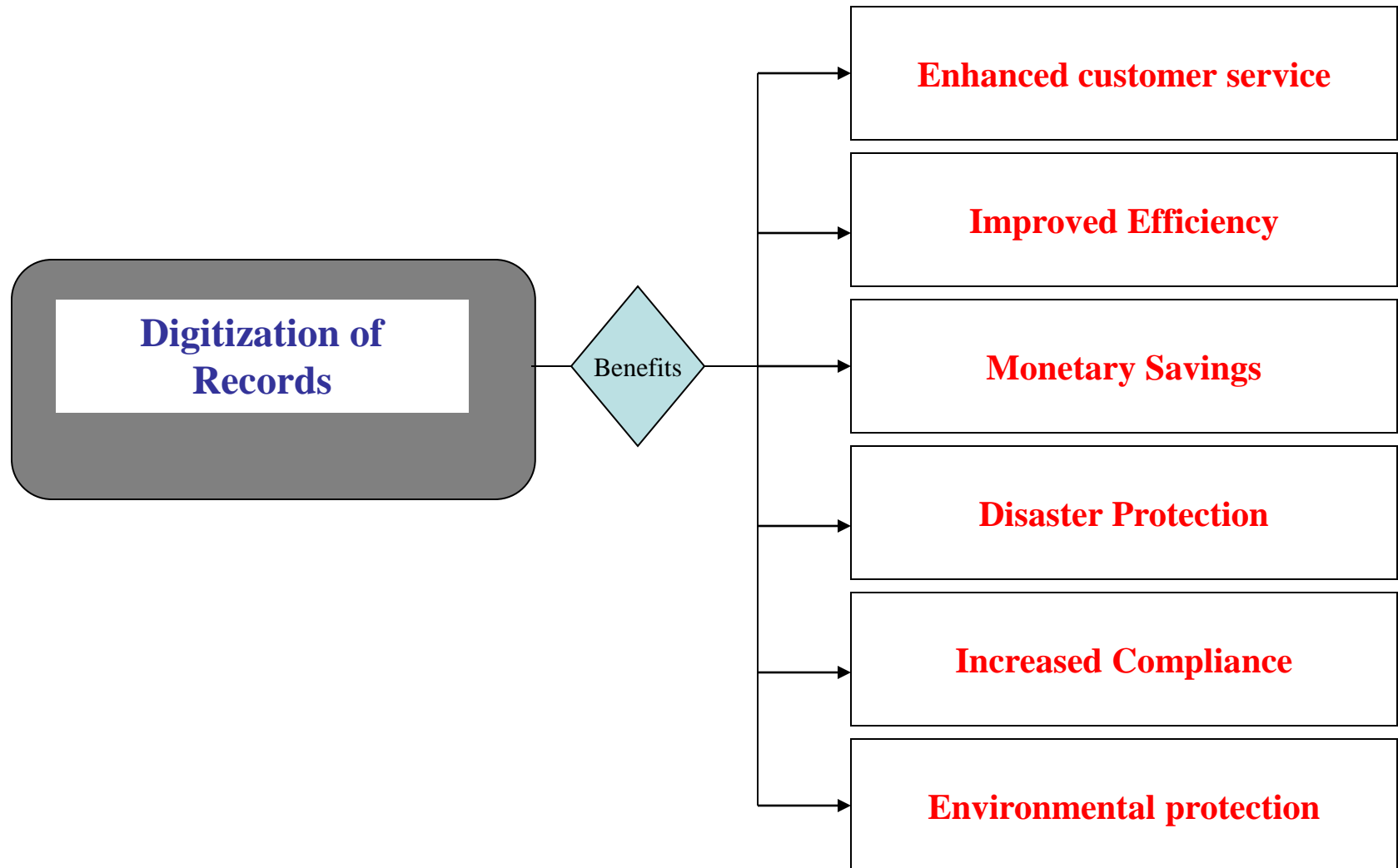
DMS “ROI”

How to Calculate ROI:

Calculate the **saved man-hours** and **storage costs** and compare the final number against the cost of the document management system and its operation .



Example – DMS in a Corporate Office



THANK YOU