Moving the Organization From Paper Piles to Electronic Files

Is your business or department concerned with the amount of paper documents that must be handled, managed, and stored? Are you inefficient at finding documents at a moment's notice? Do you store your documents in filing cabinets and/or in storage facilities outside of your office? Are you concerned about recovery of documents and information in the case of a fire or other natural disaster? Then welcome to the world of Enterprise Content Management (ECM) (sometimes also referred to as Document Management). AIIM International, an international organization specializing in ECM, defines ECM as "technologies used to create, capture, deliver, customize, and manage content across the enterprise in support of business processes." But it is not enough to just "manage" content, which includes anything that can be stored in an electronic format, including but not limited to paper, faxes, emails, and electronic files. Rather, content needs to be managed so that it can achieve your company's business goals. And this is where ECM excels. ECM allows businesses from small to large to electronically capture and store documents efficiently and easily so that business processes can be improved, costs associated with accessing and storing content can be reduced, compliance with various regulations can be ensured, and a sound risk management system and process continuity can be ensured for the business. If you are interested in learning more about the benefits of ECM, please give us a call – UFC, Inc. – at 248-447-0102 or visit us online at www.ufcinc.com. We are a proud member of the Northern Kentucky Chamber of Commerce.