

## Case for document management

On average, every employee wastes 2 hours a day recreating or duplicating information that already exists.

This whitepaper outlines 7 key reasons to move to Qualsys's electronic document control software.

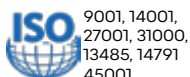


# Qualsys

1,000 knowledge workers will waste £2 - 3 million annually

Qualsys's software and solutions help you plan, manage and improve processes for making your business fitter, faster and stronger.

We're familiar with many standards and regulations, including:



**An effective management system takes more than a single software solution or achieving a certificate for the wall. It takes time, energy, commitment and investment.**

Qualsys's software and solutions give businesses the tools and knowledge they need to effectively plan, monitor and improve performance.

We've worked with worldwide brands such as Sodexo, BT and Diageo, as well as hundreds of SMEs, to help them make good practice natural and invisible.

Founded in 1995, Qualsys Ltd is now one of the largest privately-owned governance, risk and compliance software providers in the UK.

Our software solutions are used every day in more than 100 countries across the globe, helping all kinds of businesses meet a wide range of standards and regulations.



[www.qualsys.co.uk](http://www.qualsys.co.uk)



#### Get in touch

**Michael Ord**

**New Business and Marketing Director**  
**+44 (0)114 282 3338**  
**[michael.ord@qualsys.co.uk](mailto:michael.ord@qualsys.co.uk)**

#### Brands we work with



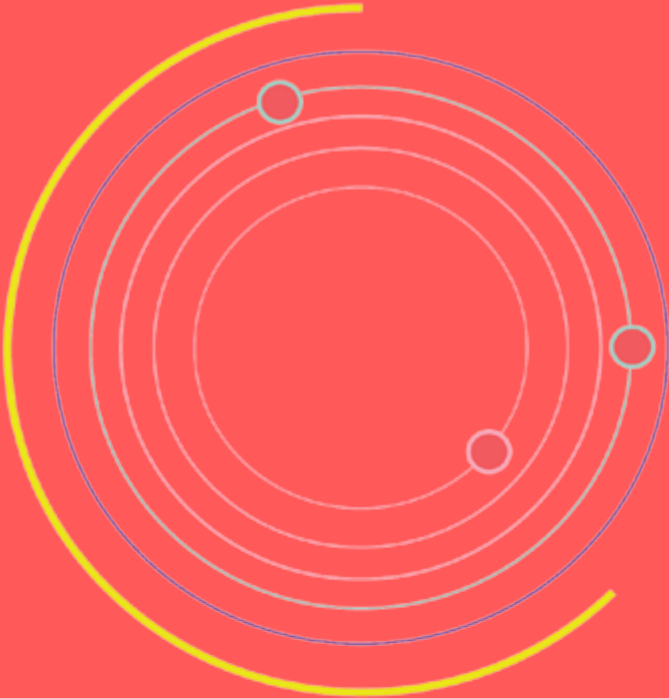
**DIAGEO**



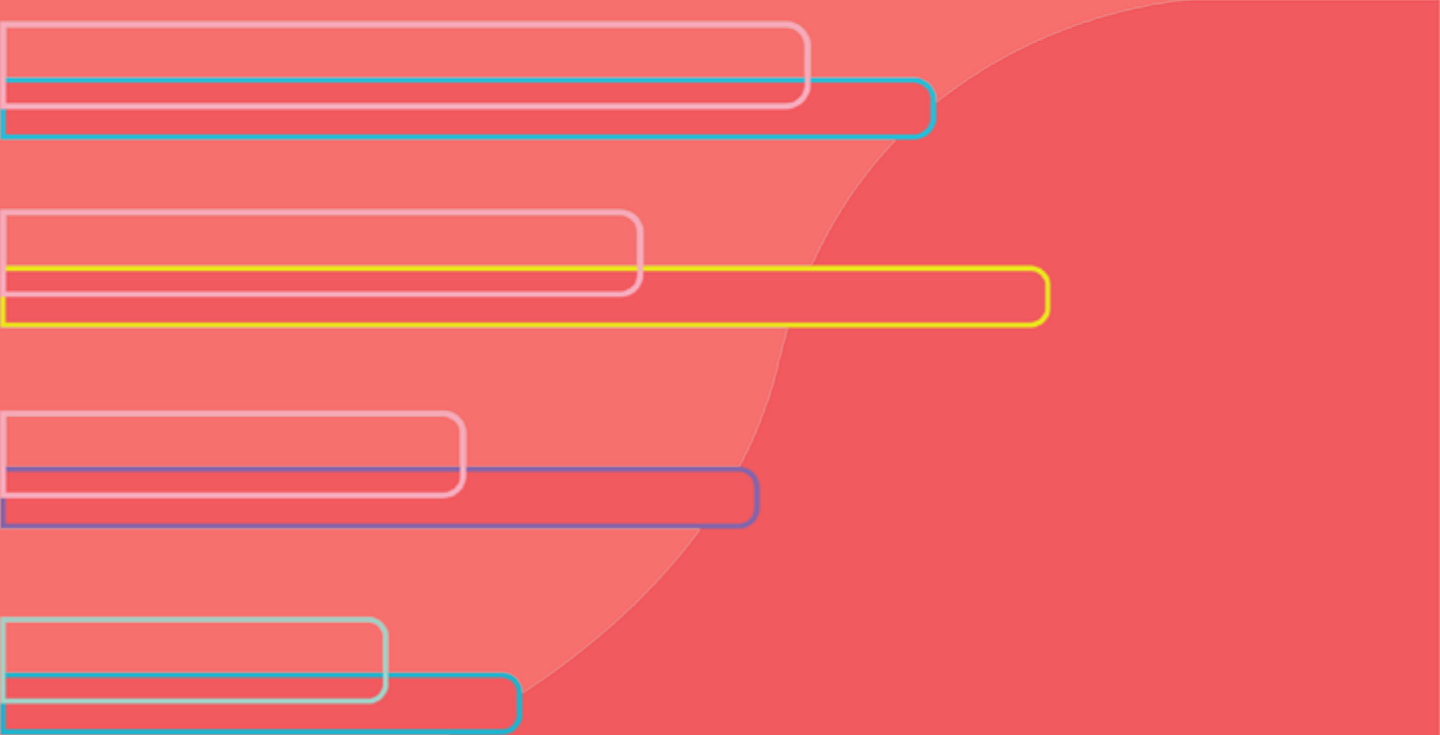
# Contents

---

- |           |  |                |
|-----------|--|----------------|
| <b>1.</b> | <b>Introduction</b>                            | <b>Page 4</b>  |
| <b>2.</b> | <b>7 reasons for document control software</b> | <b>Page 6</b>  |
| <b>3.</b> | <b>Contact us</b>                              | <b>Page 12</b> |



100 200 300 400 500 600 700 800 900



1.

# 1.

## Introduction

### Taking the temperature of the profession



Chris Webster,  
Systems Manager  
Qualsys

AIIM, the association for information and image management, estimate that employees lose 30 minutes every single day searching for documents.

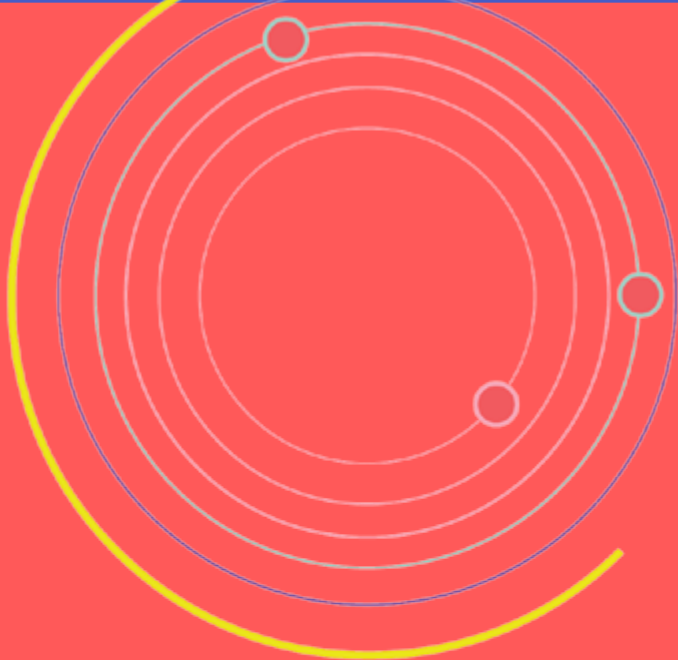
This is dwarfed by the time lost in recreating or duplicating information that already exists.

The costs resulting from outdated or incorrect information can only be imagined.

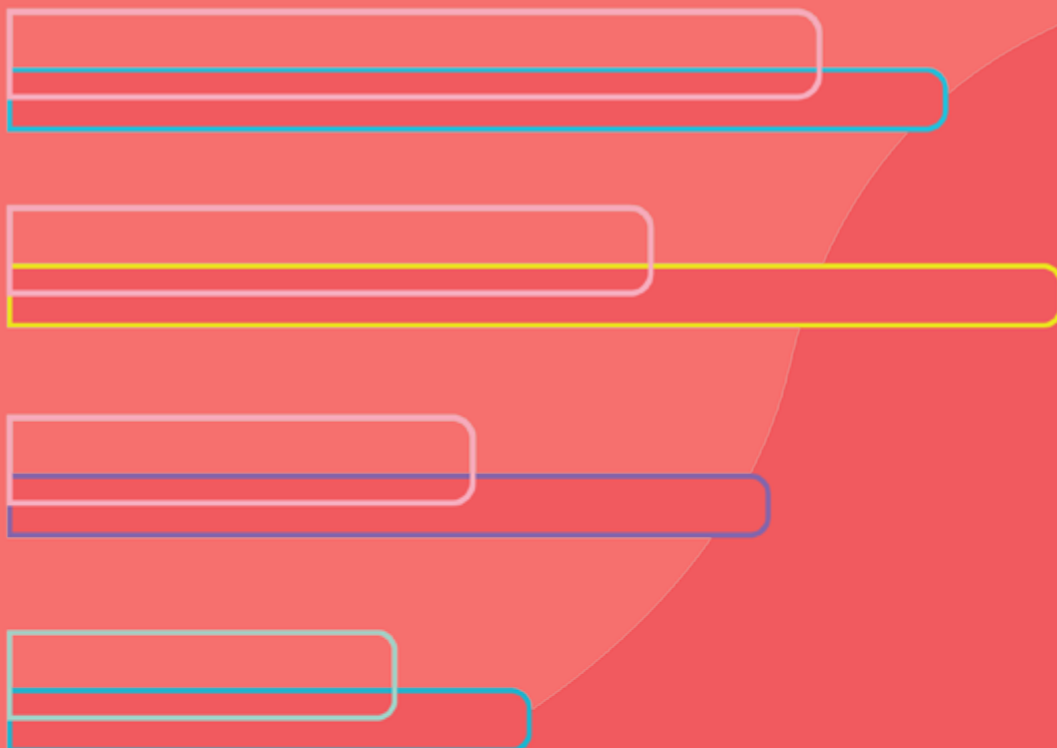
So what exactly is the business case for an integrated

document control software solution, such as Qualsys's?

This whitepaper aims to help you make an informed decision when deciding whether to invest in a document control management system.



100 200 300 400 500 600 700 800 900



2.

## 2.

# 7 reasons for integrated document control software

## Key reasons businesses implement Qualsys's software

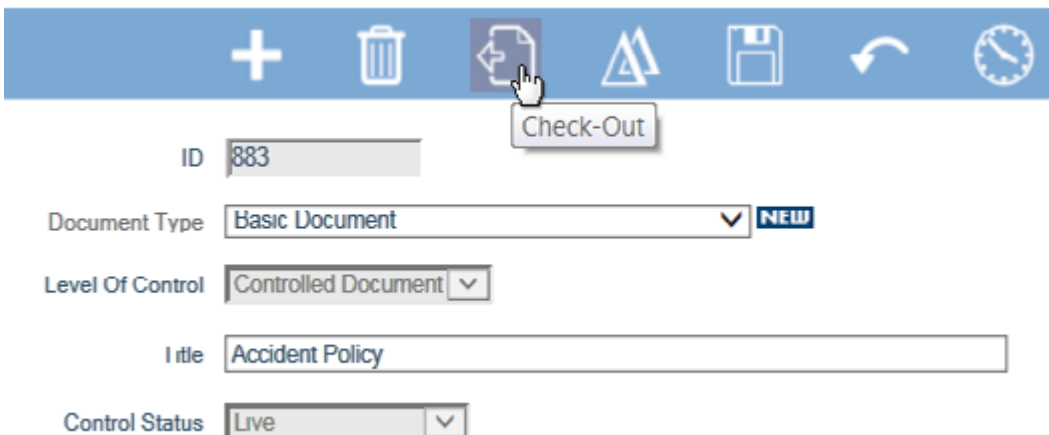
### 1) Rapid return on investment

When discussing IT expenditure two key questions come to mind, these are:

“when will we recoup our investment?”

“will it help us save money or work smarter?”

Company directors and CEO's want to see a Rapid return On Investment. Replacing time-heavy manual processes with an systematic, electronic system which is supported by retrieval systems and permission controls.



The screenshot shows a software interface for document control. At the top is a blue toolbar with icons for adding, deleting, checking out, locking, saving, undoing, and refreshing. Below the toolbar, there are several input fields and dropdown menus. The 'ID' field contains '883'. The 'Document Type' dropdown is set to 'Basic Document' with a 'NEW' button next to it. The 'Level Of Control' dropdown is set to 'Controlled Document'. The 'Title' field contains 'Accident Policy'. The 'Control Status' dropdown is set to 'Live'. A 'Check-Out' button is highlighted with a mouse cursor.

### 2) Paper is not scalable

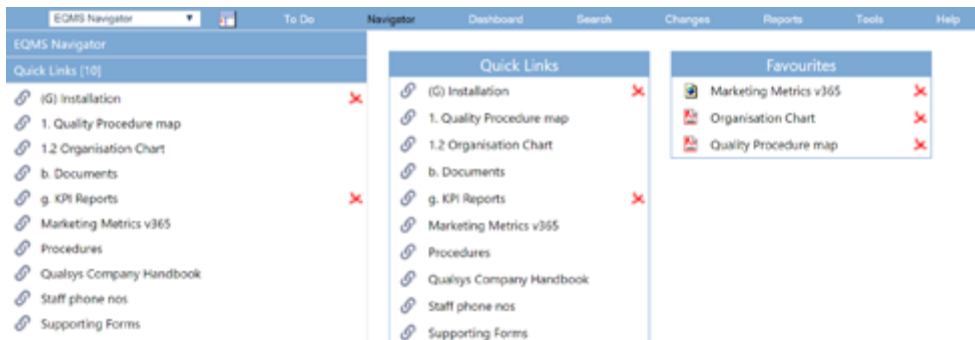
AIIM estimates that “annual paper producing costs at \$175,000 for large businesses and upwards of \$25,000 in small organisations.” There are many hidden costs within the paper based system such as loss of productivity and efficiency, duplication of effort, reduced customer response and business

agility, for instance locating and recreating lost documents wastes employee time and energy.

The same goes for simple tasks like filing and retrieval and costs such as faxing and couriers that an electronic system would phase out.

### 3) Email - a double-edge sword

The universal use of email to disseminate information, both internally and externally, has revolutionised the speed of communication and potentially slashed the time required to respond. However, potential is not reality.



The need for a document management system is often overlooked, the reason being that it is perhaps too obvious, people won't question established office procedures and do not have time to verify or sanitise the information provided to them. They simply use it or pass it on. Out of date information is retained and key information is lost when employees leave or change roles.

Where core data is contained in paper records, said data has to be manually re-entered into the firm's analysis and reporting systems. This is a costly, time consuming process riddled with human error that ends with complex, delayed and inaccurate Management Information. Replacing this approach with a single corporate repository is the solution.

Filter Using ☐ ID ☐ Title ☒ Doc. Type ☐ Status ☐ Topics ☐ Organisation Area ☐ Standard ☐ Metadata

Documents [New Document](#) My Docs ONLY ☐ Show Archived Docs ☐

Version 1.40

Document Type 

Basic Document

Select bulk delete/link to structure ☐ Deletion ☒ Linkage ☐ Set Review Dates 

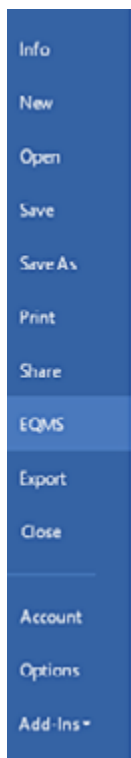
Link to Structure

Page: 1 2 3 4 5 >

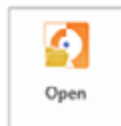
Results 1 - 100 of 415

ID	Title	Version	Control Status	<input checked="" type="checkbox"/>
896	<a href="#">Go SBS IT Web</a>	1.5	Awaiting Approval	
893	<a href="#">WI-01 Go SBS IT Work Instruction</a>	10.8	Awaiting Approval	
892	<a href="#">Accident Policy</a>	5	Awaiting Approval	
883	<a href="#">Accident Policy</a>	4	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
882	<a href="#">Standard Doc test into mol</a>	1	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
880	<a href="#">Standard Doc test</a>	1	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
873	<a href="#">Legal Docs test 2</a>	1	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
872	<a href="#">Legal Docs test</a>	1	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
871	<a href="#">EMS file test</a>	1	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
862	<a href="#">Test Standard Doc</a>	1	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
856	<a href="#">UK Event Medical Services</a>	1.4	Relink to Structure	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
854	<a href="#">Training Record - Tanks</a>	1.0	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
853	<a href="#">OSP 57 Working at Height</a>	1.0	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
851	<a href="#">WI-01 Medisafe Work Instruction</a>	1	Live	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
850	<a href="#">Medisafe UK ISO 13485-2012 Certificate</a>	1	Relink to Structure	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

The repository holds one master copy of each piece of information, which is instantly available to those people who need to use it and hidden from others where appropriate. If a piece of information needs updating or correcting then this can be done instantly, for everyone. The system can enforce rules as to who can change what



## EQMS Facilities



**Open Document from EQMS**  
Lets you select and read any document from viewing rights.



**Upload Document to EQMS**  
Lets you copy this document into your selection.



**Check Document Out from EQMS**  
Lets you select and copy a document from the system. This debars others from replacing it with a new version.



**Check Document into EQMS**  
Lets you check back in one of your checked out documents.



**Adjust EQMS Settings**  
Lets you supply the access path for your target documents.

and mandate prior approval from senior managers where necessary. A full audit trail and an archive of superseded documents is maintained automatically, removing administrative overhead. The system can automatically notify designated individuals whenever key documents change, insisting that they

acknowledge this where necessary. The need for everyone to keep their own copies of everything is removed as employees can be confident that they can always find the correct information when they need it.

### 5) Coping with change

Any software should be intuitive and require minimal user training. However, it is vital that organisation wide processes are adapted to make the most of a new way of working and messages must be clear. These changes are as much cultural as procedural:

- If the document is not in the Document Management system then the work wasn't done.
- Always use documents or forms directly from the system, not copies that you downloaded months earlier.

Cultural changes apart, it is of great importance that any document management systems are compatible with existing work processes, and do not force employees to radically change the way they work. For example the system

should not require changes to the office applications, document formatting or other collaboration tools that people are used to and should not impose an overhead in loading documents into the system.

## **6) Integration with existing systems**

Companies may have already spent millions on management tools for core processes.

Any new document management system must smoothly integrate with these existing systems to allow instant access to key information without the need for extra searching or duplicated storage, this will result in less training being required and a greater benefit to an employer's bottom line.

## **7) Some more facts**

(Coopers & Lybrand: Imersion Technologies INC)

- 90% of corporate memory exists on paper or in computer files that are not indexed or easily searchable.
- 90% of all paper documents in the average office are merely shuffled and moved from place to place.
- The average document is copied 19 times.
- Companies spend \$20 on labour to file a document, \$120 in labour to find a misfiled document and \$220 in labour to reproduce a lost document.
- Professionals spend up to 50% of their time looking for information, while that spend only 5-15% of their time reading the information they retrieve.



Ready to transform the role  
of quality and compliance?

---

# Schedule a discovery call

During the call, we listen to your questions, find out what you're looking for and tell you whether our solution can meet your needs. We can also give you an overview of our pricing.

The call usually lasts 15 minutes. If we're a good fit for you, we'll arrange the next steps.

[Click here to arrange a discovery call](#)