How Document Management Software Encourages Business Continuity

Did you know, that approximately 65% of companies could not stay in business if they had to be closed for a week? Research shows that less than 5% of companies are truly prepared to endure setbacks in operation. What's your plan if disaster strikes? Could your company recover? Whether fire, flood, or natural disaster, it's important for organizations to have a disaster recovery strategy in place to achieve business continuity.

Document management software provides a secure back-up plan that can strengthen any company affected by disaster, and get a business running again. Implementing document management into your recovery plan will keep business moving by ensuring these three essential components remain intact:

Security- Losing a lifetime's worth of documents and data is any business owner's worst nightmare. Document management software keeps your data together in a secure area, with robust user-based security, keeping records accessible only to the appropriate employees. With a Test Server in place, administrators can confidently test all aspects of their document management system outside of their production environment, as added insurance for the safeguarding of day-to-day document activities.

Compliance- Depending on your industry and the types of documents you work with, compliance requirements can be complex as well as stressful. Any errors could lead to fines, loss of licenses, and even criminal charges. However, with document management software these risks are eliminated. Document history can be logged through in-depth audit trails, giving managers a timeline of views, modifications and workflow. Records retention schedules can be automated and notifications can be sent to make sure all document deadlines are met.

Efficiency- Information sharing, collaboration, and efficiency is greatly increased with document management software. Cloud-based document management allows you to access your files from any mobile device, tablet, or laptop, eliminating delays in production. Your documents are secure, backed up and always available, so that business can continue as normal and work doesn't need to stop.

Making sure your company has a business continuity plan is critical. With document management software you can be sure your business is securely positioned for any unanticipated event or natural disaster, keeping your business intact and profitable. Give your business that safety net it needs by implementing a document management solution today!

Digital Marketing Specialist, **Alyssa Anderson,** is the voice behind Square 9 Softworks's weekly blog articles. Committed to communicating today's common challenges in paper based processes, Alyssa provides in depth analysis into the document management industry and the solutions that accommodate the needs of end user communities. For additional information, please contact Alyssa at aanderson@square-9.com.