



## 3 Reasons Your Company Needs Document Management Software

Almost every business handles paperwork - from invoices, to forms, even contracts. As your business continues to grow, paperwork starts to pile up, slowing down the flow of business information and productivity. This in return, creates storage issues, increases costs and ineffective collaboration between workers. These are challenges that any business can face, especially in areas like human resources, accounting, or any other paper-reliant department. The solution is simple. Eliminate business inefficiencies in your organization today by implementing an easy to use digital storage method.

[Document management software](#) can provide companies of any size with the tools designed to increase efficiency, leaving your business a step ahead in the competitive market. With all of your business critical documents in one central location, the entire company gains immediate benefits. Here are 3 reasons why every business should use document management software:

1. **Increase Productivity** - Focus more on the business and less on the paperwork. Document management software provides a digital alternative to paper-based workflow, instantly boosting productivity. To start, it can give business owners a look into the daily processes of each department, providing decisions makers with information on where operations are struggling. Document management also improves customer service by creating a filing system where records can be found instantly. Additionally, as your company evolves, so does the software. There won't be any need to worry about updating processes or not having enough storage space. The software will adapt as the needs of your business change, providing users the ability to identify, address and fix process inefficiencies the moment they arise.
2. **Business Continuity** – There's no telling what tomorrow will bring. That's why having an effective backup and recovery strategy is essential to any business, regardless of size or industry. Hidden through multiple levels of robust security, document management software [provides that safety net](#) companies are looking for. It can keep years' worth of information in an additional off-site location, which is automatically updated and secure from natural disaster or theft situations. Backups can also be performed frequently to ensure all new information is secure for a worry-free recovery process.

3. **Effective Collaboration** – Document sharing and collaboration is made simple with document management software. Document management ensures that every document gets to where it needs to be and that the wrong people don't see it. Records can be sent via date-centered email notifications or automated event triggers. Additionally, users can track who has viewed or modified records through a live audit trail. Users can also access business documents from any mobile device, creating stress-free retrieval and providing the option to work out of office while still collaborating with colleagues, customers, or partners.

Document management software makes it easy for businesses to store and access files from a single, centralized location. Implementing the software will not only save paper, time, and money but it enables users to focus on the work that really matters. Are you ready to take the first step? [Contact Square 9](#) today to learn more.



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](mailto:aanderson@square-9.com).