



Why Your Document Management Strategy Needs To Go Digital



[CMS Wire research](#) predicts that from 2010 to 2020, there will be a 50x growth in digital content, proving that digital innovation is rapidly expanding, and in order for businesses to stay competitive, they need to rethink their document management strategy. This new approach will make it easier for organizations to adjust within the fast evolving technology world.

Let's take a look at four of the biggest digital trends that are transforming document management today.

1. **How Work Gets Done** – Mobile, social, and cloud technologies have changed the way people work in and outside of the office. Business users now want to be productive anywhere, at all times, which has changed past expectations for document management strategies. Many companies are feeling the pressure to transform their processes so that employees are able to [work remotely](#) from smartphones and tablets, accessing documents as needed to keep the flow of business moving. Document management does this by being accompanied with a web based platform, allowing users to access documents at any time.
2. **Extended Collaboration** – As businesses continue to work with clients, suppliers, and even remote employees, it is more important than ever to keep content sharing open and easily available. Companies are becoming extremely reliant on digital collaboration. From mobile devices to open source data and cloud technology, having a constant stream of information and communication is critical to business sustainability. Digital document management software allows for the sharing of information to recipients outside of an origination through built in mobile platforms and [integration with platforms like DropBox®](#), Google Docs®, SharePoint® and One Drive®.
3. **Digital Content Growth** – Document management practices have expanded beyond the management of paper records and PDFs. Today there are wide varieties of electronic files

from Excel spreadsheets, to digital images, emails and their attachments, which all hold important business information. It's imperative that each file type is securely stored yet easily accessible and managed properly. With digital ECM software, each file can be categorized by significant bits of information like, dates indexed, titles, authors, invoice numbers, keywords and more, allowing for easy and immediate retrieval at a later time.

4. **Content Storage and Compliance** – With today's demand for mobile access to documents, there is a predicted shift to hybrid enterprise content management, or storing content both on site and on a cloud or other server as a backup method. This hybrid method is helping businesses to meet compliance regulations, and results in increased productivity of its users. ECM software presents additional opportunities for managing business information, beyond the limitations presented by paper based documents, including keeping you compliant.

By taking your document management strategy digital, you are provided with the capabilities to meet the new trends in technology, creating a more modern platform for your business users and allowing you to sustain a competitive advantage. With a digital ECM solution, you will not only be set for today, but prepared for the future as well.

Need to modernize your document management strategy? Contact Square 9 today or get started by visiting us at www.square-9.com/globalsearch.



Digital Marketing Specialist, **Alyssa Anderson**, is the voice behind Square 9 Softworks' 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.