Understanding the 4 C's of Enterprise Content Management

Is your business location reopening or planning their reopening soon as restrictions from COVID-19 begin lifting? While many are cautious about the path COVID-19 will take, there is one takeaway that many have learned from this experience: The importance of having access to business-critical information no matter your location, if you are in the office or working remote. There are many benefits to enterprise content management software (ECM) and having access to your business information no matter your location is one of them. To give you a better understanding, let's explore the 4 C's of enterprise content management software and how it enables businesses like yours to improve business processes and increase productivity.

Cost

Implementing an enterprise content management solution provides long-term value in any business, across any industry. Not only are you saving money on paper and storage costs, but you can also alleviate the burden of keeping up with piles of paperwork and bulky file cabinets. Moving your business information to cloud storage allows your team to share documents and collaborate whether they are working in the office or remote. With the ability to digitally archive your paper documents, information becomes easily accessible, so employees can reinvest the time spent tracking down documents and emails into more valuable tasks. ECM software makes information readily available and identifiable, increasing customer satisfaction and resulting in more efficient business practices.

Compliance

Think of all the sensitive information that is sitting in file cabinets and desk drawers. Is this information truly safe from getting into the wrong hands? ECM software gives you the ability to store these documents securely and out of sight. By assigning user-based permissions, only authorized employees will be able to view an archive with sensitive information in it, such as Human Resources staff or Finance teams. Contributors to ineffective compliance include staff carelessness, unauthorized access, and overall bad practices, all of which can lead to legal and financial risks. Document management software gives you visibility into all document activity from user permissions, versions/revisions, document views and workflows. By simply executing a digital compliance strategy, your organization can limit the risk associated with being unprepared for audits and avoiding costly compliance penalties.

Continuity

Unfortunately, many organizations are unprepared for potential disasters, and more recently even global pandemics. So how do you prepare? ECM software digitizes, stores, and preserves documents, keeping them protected in the event of a natural disaster, human error, or mechanical malfunction. Being able to collect information in real-time through the use of web forms, store documents in one

centralized location, and automate workflows helps keep business moving, and your customers happy, no matter what the circumstances may arise. Document management software gives you ease of mind with the ability to capture, backup, access, recover, automate, and trace documents.

Collaboration

Can you visualize a typical document lifecycle from beginning to end? There are most likely a lot of employees and departments involved in the process. Mend the disconnect and simplify the process with the ability to share, collaborate, analyze, and approve content all in one place. Document management software cuts out the hassle of waiting on others and the stress of locating the most up-to-date versions. And to make it even better, access documents from your laptop, tablet, or smartphone, from anywhere, at any time, making collaboration on documents easy for employees who are remote, traveling, or working from home.

With the 4 C's in mind, you now understand that the benefits of implementing a document management solution based on the unique needs of your company are endless. Get started today! Contact Square 9 Softworks and take the first step to new levels of efficiency, security, recovery, and productivity.

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