

No Paper? No Problem.

by Wes Thomas, Editor in Chief

This is a new column designed to demonstrate how technology is used to solve problems. We will first state the problem and then allow an expert to discuss how their company solved the problem.

PROBLEM:

Reducing the amount of paper used in day to day business, while also making the accessibility of documents simple and easy.

SOLUTION:

For the solution to this problem we consulted James True of Cabinet NG, experts in document management issues. Their motto is "Paper Cuts Profit."

1. How does a company lessen or eliminate altogether the expense and confusion that paper creates in an office environment?

We recommend they take it one step at a time. For example, start with accounts payable (AP) where the effects of electronic document management and workflow will have an immediate impact on this highly paper intensive process. Then continue deployment throughout other departments. Savings from electronic document management are cumulative. These savings include the cost of material (paper, toner, printers, etc), repurposing storage

space, eliminating hunting down or recreating missing documents, plus, the efficiency gains of automating the flow of documents within the business.

2. When the term "paperless" is used, is the goal to truly have "no paper" in the office? Is this possible? Why or why not?

Paperless is kind of like Lean Manufacturing in that it is more of a perpetual improvement process rather than an end goal. The total elimination of paper is not our objective, eliminating waste and improving the bottom line is how we help the customer.

3. Give an example of a client Cabinet NG has helped achieve a greater level of efficiency through a "paperless" approach?

We have worked with a company called Gibraltar Industries (Nasdaq: ROCK), one of North America's leading building products manufacturers and metals processors, implementing Cabinet NG in its corporate facility located in Buffalo, NY. "During the due diligence process of acquiring Air Vent, we noticed they were using Cabinet NG document management software in the accounts payable group," said Jack Flint, Senior Vice

President, Controller, and Secretary of Gibraltar. "We were impressed with the efficiency they gained using the product and decided to pilot it in our headquarters." According to Rob Barton, in Gibraltar's Corporate Accounting Department, the results were instantly recognized. "Cabinet NG trained the accounts payable

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group in two days and it was like someone flipped on a light switch," said Barton. "Documents were getting filed and users were able to retrieve information quickly and easily. The time savings of having instant fingertip access to urgent information and the reduction in the amount of paper consumed by the corporate accounting group generated a return on Gibraltar's investment."

For more information on Cabinet NG, visit their website at www.cabinetng.com