



**FILEBANK**  
MEMBER OF THE INNOVATIVE  
RECORD SYSTEMS GROUP

# RECORDS MANAGEMENT MONTHLY

April 2010

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## Did You Know...?

The RCWeb Report Tab can not only be used to view and print inventory reports but also to review copies of the signed delivery slips. For help with using or activating this feature please contact Customer Service by phone at (416) 798-1404 or by email at [ddaley@filebank.ca](mailto:ddaley@filebank.ca).

## Selecting a Document Management Solution



**Are you looking for a cost effective solution for your physical, electronic and digital documents?**

**Have you been overwhelmed by the number of software options and start up costs?**

**Do you lie awake at night panicking about your boss's constant reference to an upcoming "go live date"?**

Implementing an integrated document management system that handles your legacy documents, allows you to manage your current electronic files and integrates with every software application known to man all while having little or no impact on your daily workflow is easy right? I mean, how hard can it be to install software and train 10, 100, a 1000? of your closest friends and co-workers while completely changing every administrative process they have been using over the past decade?

It is no surprise to learn that writing the cheque for your Document Management system, or is it Enterprise Wide Document Management System, no wait, it's the content management system, or did I hear it is the Enterprise Wide Document Content Management system, anyway... I digress, no matter what you want to call it, is the easy part. The real challenge is finding a solution that your user group will actually use. Studies show that the cost of implementation is often 5x greater than the cost of the software itself and that most of the time spent is on the purchase decision and not on how it will be used.

While it can be a tedious task, selecting the right document management system begins with a thorough needs assessment with input from all departments and, most importantly, from the end users that will be responsible for putting the content into the system. The assessment will not only include the types and formats of documents they use in their regular work day, but how they use them and what the potential productivity benefits will be by

## Category of Links

### Document Management

*Is on-site storage of your documents taking up valuable office space?*

### Off-Site Data Security

*Fires, Blackouts, Flooding, Explosions. Theft.*

### Document Imaging

*From simple document imaging with desktop retrieval, to more complex conversions*

### Secure Document Shredding

*Assigning the task of shredding documents to yourself or your staff can be inefficient.*



**If you do not wish to receive this newsletter please contact Marcia at [msnow@filebank.ca](mailto:msnow@filebank.ca).**

### Contact Us

<http://www.filebank.ca>  
[orders@filebank.ca](mailto:orders@filebank.ca)

converting them from static paper based records to dynamic electronic documents.

Can you go totally paperless or do your users require a system that offers the benefits of electronic while still being able to manage and track the physical assets?

If done properly, the completed assessment will be a very effective tool that can be used in selecting the solution that has the best fit for price, functionality and ease of use for your group.

If a move to a Document Management system is in your future contact Marcia at FileBank [msnow@filebank.ca](mailto:msnow@filebank.ca) for a discussion on best practices and news about the next release of RCWeb with Electronic Document Management.

## WHY SCAN ON DEMAND?

**Scan on Demand provides not only a cost effective solution but also an environment friendly choice.**

With the constant increase in the cost of fuel, scan on demand will lower your monthly delivery costs and reduce the time for the delivery of your requested file.

When an authorized requestor requires a file, they can use RCWeb with the imaging module to request the file via "Imaging on Demand" as the delivery type. FileBank staff will scan the contents of the requested file and once completed, our system will automatically send an email to the requestor to let them know the file is ready to be viewed copied printed etc...

Once the file has been scanned its image is encrypted and stored on FileBank's secure server and is instantly available for future retrievals. Each image can also be given a unique password to further protect your online documents.

To find out how this service will be a benefit to your company, please contact the customer service department at (416) 798-1404 or via email at [ddaley@filebank.ca](mailto:ddaley@filebank.ca).



**FileBank is doing its part to help make a greener planet.**

**DUE TO POPULAR DEMAND... FileBank is extending our Shredding promotion for the month of April!**

**"Sign up for Secure Shredding Service in the month of April and FileBank will match and donate the first months shredding fees to Women's Habitat."**

**For further details contact Marcia Snow at (416) 798-1404 or [msnow@filebank.ca](mailto:msnow@filebank.ca).** It's a style called Heading 1.

