Going Paperless
Functioning in a Digital World
Presenters

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What Does Going Paperless Mean?

It’s Not Just Scanning Paper and Storing Electronic Images.....

**TIP for the Day:**
The average U.S. employee prints 10,000 pages per year.
What Does it Really Mean?

It’s about harnessing the data contained in paper and eliminating creating paper where data already exists.
Consider some of the environmental impact of using paper:

- Cutting trees that release oxygen for our environment
- Energy usage and release of harmful gases in the paper industry
- Fuel consumption by air, rail, and road transport distributing reams of paper
- Fuel consumption sending paper documents via ground & air courier services
- Manufacturing printers, ink and toner cartridges
Interesting Facts about the Paper and Ink Industry:

- Paper consumption has tripled since 1960
- Americans contribute 85 million tons of paper into the waste stream
- The U.S. pulp and paper industry is the 2\textsuperscript{nd} largest consumer of energy
- EPA estimates that more than 400 million ink and 100 million toner cartridges end up in landfills each year
Why Go Paperless?
Benefits.....

• Managing a paper file is challenging
• Makes documents available to all parties immediately
• Allows for easy reference and collaboration
• Avoids duplication of records
• Ensures consistency
• Reduces waste
• Reduces costs
• Improves efficiency & productivity
• Better organization
Consider......

- Paper is costly
- Paper is hard to keep track of
- Paper is impossible to get reports from
- Paper takes up space
- Paper is difficult to recreate
Innovation......

Technology advances have led to the ability to share data and images eliminating the need for printing and keying information already stored electronically internally AND with third parties.

“Document” Management has evolved into “Content Management”
Boost productivity

• Eliminate physical filing, copying, faxing and re-filing
• Put an end to lost or misplaced documents or files
• Speed up retrieval by using simple indices and keyword searches
• Access files 24/7/365 from any computer with an Internet connection
• Increase collaboration by allowing multiple people to view the same document simultaneously
Reduce cost and inefficiency of paper storage

• Significantly reduce the need for filing cabinets
• Eliminate the cost, inconvenience and risk of off-site storage
• Convert old file rooms into productive, revenue-generating work spaces
• Save money on postage, mailing and courier expenses
• Go green and reduce your dependence on paper, ink and other office supplies
Increase compliance and security

• Provide secure, controlled access to your online cabinets and documents
• Establish a reliable audit trail for each electronic document and user
• Manage business documents according to records retention policy
• Be better prepared in the event of an audit or litigation
• Create a business continuity plan to ensure your operations are immune to fire, floods or other interruptions
Telecommuting and remote working

• Enables you to work from home or while on the road
• Have access to documents you need to act on
• Documents in Digital format, enable you to have the information and documents at your fingertips to keep moving forward
Logistics.....

- Eliminate shuffling papers by converting to electronic documents and data systems
- Faster Turn Around Time
- Exceptional Document Tracking and Management
- Improved Customer Satisfaction
- Electronic images created for immediate document storage and retrieval
- Improved compliance through automated retention processes
- Cost effective
Information is Deployed and made Immediately available Electronically!
How to Go Paperless

• Set aside time – Do your research when choosing an Electronic Management System
• Patience - It takes time to transition to a paperless system, but in the long run a paperless system saves time
• Organize - You need to carefully divide the documents into necessary and not necessary piles
• Start the upload - Done organizing? Great, now start the process of transferring data and making it go digital
• Backup – REMEMBER back it up on the external drive as you save it on your computer
• Do a final check - Go through the papers as well as the data on the computer to see if they match and you haven’t missed anything
• Shred what’s not needed - Now, just get rid of all the useless documents to give a sparkling clean look to your workspace!
Real World

In reality, an operation that hopes to go paperless will face some challenges. One of the biggest challenges is figuring out what to do with your existing paper. Is it critical to store it digitally – do you face record retention requirements? Or, could you just start going paperless from a certain date forward? Getting your employees to buy into the process is key to it’s success.
Paperless in Five easy steps

• Set a deadline
  Choose a firm date which you will no longer use paper records and **STICK TO IT**!

• Buy new equipment and hire an outside firm
  Research the available document imaging systems and purchase the necessary equipment (scanning device, document viewing software). Consider hiring an outside firm to assist with the paperless process (scanning the documents, setting up a database and training staff).

• Store key documents
  Identify what paper records are essential to scan. Set up a filing system on your computer that is comparable to your paper filing system.
Come up with a standard file naming scheme – this will enable ease in finding documents.
Do not scan existing documents prior to “go-live” date unless absolutely necessary - simply maintain your current paper files. Within 12 months most paper prior to “go-live” can be moved to long-term storage.

• **Identify super-users**
  
  Identify the employees who will be able to adopt the new system with ease and can assist with training staff.

• **Implement in stages**

  The transition to a paperless office can be daunting. It is hard to change old habits so be patient. Try to implement the changes in stages in order to avoid frustration and resistance from staff.
Opportunities for Expansion

• The solution is flexible, open-ended and scalable...
• Import faxes automatically
• Integrate scanning with copy equipment
• Automate other document processes

Expansion Benefits

• Improve Productivity- (Eliminate Fax, Copy, Scan)
• Reduce Costs (Storage & Paper)
Any Questions?
Hitting Home.....

The Hawaiian Senate saves $650,000 in operating costs and 8 million sheets of paper annually

THINK BEFORE YOU INK!

Mahalo