

HOW TO OVERCOME DOCUMENT MANAGEMENT CHALLENGES IN THE INFORMATION AGE



The digitization of data has given businesses unprecedented opportunities to decrease overhead expenses, increase employee output, implement sustainable environmental policies, and tighten security. But with each new opportunity comes formidable challenges.

The ease with which new information is created has forced businesses to confront new challenges in the form of document management. As companies continue to go digital, human resources departments are bearing the brunt of the workload. Each time a job description is updated, a policy created, a contract signed, or a job offer extended, a new piece of content is created, mainly in the form of a document. Managing these documents while still being cost-effective and productive has become one of the primary challenges facing HR in the 21st Century.

21% OF WORKPLACE PRODUCTIVITY IS LOST DUE TO DOCUMENT CHALLENGES¹

THE KEY IS IN RETHINKING THE WAY DOCUMENTS ARE MANAGED

As always, there is a significant competitive edge gained when organizations quickly adopt the quickest and most efficient solution to an issue; that's why businesses are leveraging the power of software to help them manage their internal documentation.

This white paper will focus on how companies can overcome the challenges posed by the explosion of data and documentation within their organization, namely, managing the files themselves (physical or digital), streamlining the signing process, and organizing and securing the massive number of documents on file. Business leaders estimate that companies can **increase revenue by 36% if they improve their document management processes.**

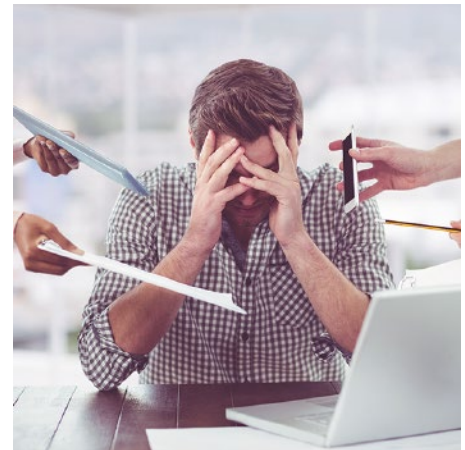
¹ www.images.adobe.com/content/dam/Adobe/en/products/acrobat/axi/pdfs/bridging-the-information-worker-productivity-gap.pdf?ssid=KATQP

THE CONTENT EXPLOSION HAS DECREASED PRODUCTIVITY, COMPROMISED SECURITY, AND ERODED SUSTAINABILITY

The rate at which new content is produced accelerates daily. Exponential creation of new pieces of content has led to chaotic environments in the workplace as overburdened knowledge workers struggle to ensure the right documents are created, reviewed, signed, sent to the right people, and stored securely.

As management demands have increased, so has the frequency of errors:

- 48% of workers have emailed the wrong version of a file.²
- 81% of workers have found themselves working on the wrong version of a file.³
- 45% of business leaders say they receive documents that are missing signatures, dates, or proper approval.⁴
- 51% of business leaders say that files are often "lost".⁵



Not only is the volume of data increasing, it is also sprawling out. This digital sprawl means data is now stored in multiple locations. Business networks, company applications, personal devices (**63% of information workers now use a mobile phone to work**⁶), and, in the most steadfastly traditional companies, paper filing cabinets all need to be connected and managed by your knowledge workforce, leading to security, management, and environmental issues that take away from your bottom line each year.

Businesses that adapt to this new environment and capitalize on powerful online tools to digitize their files and subsequently manage, share, and secure them stand to unlock powerful benefits. Using online tools to overcome document challenges can result in a:



23% reduction in risks⁷



36% increase in revenue⁸



30% decrease in costs⁹

2. www.google.com/webhp?sourceid=chrome-instant&rlz=1CAACAR_enCZ674CZ674&ion=1&espy=2&ie=UTF-8#q=48%25+of+workers+have+emailed+the+wrong+version+of+a+file
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USE PDF SOFTWARE TO SEIZE A COMPETITIVE EDGE

Despite the clear obstacles to productivity, sustainability, and security posed by document management, the majority of small to mid-sized businesses still do not equip their teams with the right tools to combat them. Nearly **3 out of 4 companies with more than 100 employees do not use a PDF editor**¹⁰. That leaves the door to dominating the market open for companies that take a proactive approach to using the right tools, going paperless, and using smart technology to share documents.

Software such as **Soda PDF** can do all the heavy lifting for your business.



GO PAPERLESS; SAVE TIME AND MONEY

Going paperless can save your business extensive time and money each year, as well as help save millions of trees, helping us create a more sustainable environment for the future. PDF software makes the transition as easy as possible, allowing you to use OCR to scan all existing documents and turn them into searchable digital files.

You'll eliminate expenses such as paper, ink, and electricity, and save the countless hours spent delving deep into records to find tidbits of information.

For pre-existing documents such as receipts, contracts, employee evaluations, and job offers, you can use Soda PDF's Convert feature to convert them into PDF/A format, which allows you to easily locate them in an archive, meaning you can bring them up instantly if you're in a pinch.



USE E-SIGN TO STREAMLINE BUSINESS PROCESSES AND REVOLUTIONIZE ONBOARDING

With each new document created comes the need for multiple signatures. Companies lose countless productivity hours and intangible chances at hiring the best recruits due to outdated signing practices. They deal with missing signatures, misunderstandings pertaining to the signees, lost documents, long wait times, and more.

Software can help you cut the costs of paperwork, decrease waiting periods, ensure that each document is tracked, and keep your employees productive. E-signatures are 100% legal, and e-sign functions such as the one offered by Soda PDF help you **manage documents with ease** from the first employee job offer to the exit paperwork. You can quickly sign documents to avoid long waits, send them to the proper parties so no one is left guessing, highlight where signatures need to go so nothing is missed, and upload it all to the cloud to improve collaboration.

STAY ORGANIZED - STAY SECURE



The benefits for digitizing files in terms of organization and management are clear, but software offering a wide range of storage and security options allows companies the flexibility and peace of mind they need to stay efficient. With Soda PDF, you can protect your files digitally over multiple layers, ensuring that only the right eyes can view documents.

Powerfully encrypted passwords, secure permissions, personalized signature appearances, digital certificates, and more combine to offer comprehensive security options over multiple layers, making it possible to restrict access only partially if you so desire.

With **90% of US companies experiencing leakage or loss of sensitive documents**¹¹, the security offered by PDF software is a powerful tool for keeping you safe.

The unique opportunities of the information age have also come with intense business challenges; however, conversely, each new challenge also opens a door to a new opportunity. Companies that adapt to the modern data environment and confront the challenges that document management poses will possess a decided competitive advantage in the form of increased productivity, decreased costs, increased revenue, and tighter security.

Want to learn more about how powerful online tools such as Soda PDF can help your business overcome document management challenges?

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