

Want to Simplify Work? It's Simple!

Here are a few tips to help simplify your life so that you can be more productive at work and happier in life.

1. Have Purpose: Before you dive into your list of "to do's," spend some time focusing on your goals. Determine what's important to you in terms of your career, your family, and your values, so that you can create a system of prioritizing that matches your vision.

2. Differentiate Musts from Wants: Figure out what your "must" tasks are and what your "want" tasks are. "Musts" are things that have to be done, and "wants" take a back seat on the priority list. Create your schedule so you can accomplish your "must" tasks first, but also schedule in time for "want" tasks to balance things out.

3. Eliminate Clutter: Clutter leads to confusion, and it comes in many forms. It can consist of anything from paper and media you have accumulated, to material goods, and even mental clutter. When things pile up and are left overlooked, it is nearly impossible to have a life of simplicity and clarity. Eliminate clutter as much as possible and keep things simple.



Help Your MPS Solution Help You

It's important that you get the most out of a Managed Print Services (MPS) solution so you can increase workflow and boost productivity.

Here are a few ways to help MPS help you:

Start from the beginning. From day one, plan on using MPS to its fullest potential. Rather than following the learning curve, dive in head first. This way, you will avoid using MPS only for short-term savings.

Set yourself free. You may not realize it right away, but maintaining a proactive MPS solution will free you and your employees from tedious work—allowing you to focus on more productive tasks.

Integrate everything. In order to truly eliminate inefficient processes, you'll want to integrate your MPS system with existing business systems to enhance workflow, information management, and compliance. Integration allows you to really measure your cost savings and track productivity improvements.

Color Printing 101

Color printing is a complex process, but understanding some color printing basics can help you get the perfect prints you're looking for.

First of all, there is color matching. Your monitor is *emitting* light, whereas your printer is working with a piece of paper that will *absorb* light. You're dealing with two opposing forces, each trying to replicate the other.

Speaking of light, RGB and CMYK are two common color terms. RGB (red, green, blue) and CMYK (cyan, magenta, yellow, and black) are not to be used interchangeably. Computer monitors give off RGB light, but CMYK should be used for your printing needs. In short, RGB colors are additive, while CMYK colors are subtractive. But, for exact matches, use Pantone® color, which will standardize color.

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How Workflow Automation Can Change Your Business for the Better

When it comes to workflow, automation isn't about replacing people, it's about helping people. What could you accomplish if you didn't have to respond to 20 percent of the emails that you receive? How would your day change if you weren't required to go through eight tedious steps to finalize just one sale? What if you could have real-time statistics without having to run any numbers yourself? How would your business change?



Embracing automation is about putting key tools into place. Here are a few reasons to implement workflow automation software.

Streamline communication – Automation software is designed to compile all of your daily communication into one centralized location. Access an email from last week to compare to yesterday's memo on one handy dashboard. You'll save time—and ultimately money—by implementing automation software into your communication streams, and you'll never have to worry about misfiling an email.

Mitigate mistakes – In business, even a seemingly small error can result in significant financial loss for a company. Implementing automation software can save you money by reducing human error. The software prompts orders to be sent immediately after payments are received, resulting in fewer customer complaints. Employees are no longer responsible for setting and remembering deadlines, because reminder emails are automatically sent. By mitigating mistakes, automation software will help your business run smoother.

Increase accountability – In addition to reducing employee mistakes, automation software also diminishes employee excuses. No longer can a team member say that they "didn't get the memo," because the software is designed to automatically notify and send next steps to the appropriate people. Employees must finish tasks before the next notification, and supervisors will be notified if tasks aren't completed in the time allotted—improving company-wide accountability.

Strengthen client relationships – Following up with clients can easily slip through the cracks as team members quickly move on to their next sale after sealing the deal. Why not automate a follow-up survey via email to better understand your clients' satisfaction and their future needs? Automating the follow-up process provides a clearer picture of your performance by eliminating falsified client satisfaction surveys or unreported negative feedback. Removing this task from your employees' to-do lists frees them up to focus on what really matters—sales!

With these advantages in mind, it is easy to see how business owners must not only accept automation, but actively pursue it in order to stay competitive in today's tech-driven environment.



Got a minute? Learn why Document Management makes sense.

Find out how your business can save with a document management solution. Go to: www.findmydocumentsolution.com

www.docuware.com

Case Study – Flying High Using Digital Processes

Accounting transactions can become very complex in the aviation industry. Aviation giant Mercury Air Group wanted to implement a system flexible enough to centrally store all types of documents received at all different times during a billing cycle, as well as integrate it with its accounting software and sales processing software.

After evaluating over 10 different document management programs, Mercury choose to implement DocuWare because of its workflow capabilities, flexibility, and ability to integrate with other systems that the company considers vital.

The Benefits:

- Reduced time to bill by 6 days, improved cash flow
- Created electronic approval process
- Gained new efficiencies with regard to accessing information
- Reduced costs

[Click here](#) to read the complete story.



Partnership with Ventura Center For Spiritual Living

Optimizing the print environment in an office means something entirely different to each organization that we work with. We spend a lot of time familiarizing ourselves with the daily workflows and pains of an organization so that we can recommend a solution that best fits the needs of a company. Sometimes the solution is as simple as a hardware upgrade and other times challenges can be alleviated with one of the many software solutions we offer.

For our loyal partners at Ventura Center for Spiritual Living, we were able to remove a machine that was not meeting the needs of their staff and upgrade them to a machine that offered all the functions needed while simultaneously lowering their monthly spend! In order to implement a smooth install, we were even able to get their print jobs finished at our corporate office during the transition. Is your office equipment outdated? You may be spending way more time on projects than necessary if you're working with hardware that doesn't match the needs of your business.

Call us today to schedule a complimentary print assessment for your business!

805-650-6482



Get the Most Out of Your Inks & Toners

Let's face it – the cost of constantly replacing ink and toner cartridges can have a significant impact on your bottom line. However, there are steps you can take to cut down on the number of print cartridges your office uses.

Print In Draft Mode: Unless you are printing the final version of a document for presentation, print in draft-mode. This will reduce the amount of ink used for a job.

Stay Away from Large and Bold Fonts: Using smaller fonts, like Arial and New Courier, and reducing the amount of bolded text can prevent you from wasting ink and printing too many pages.

Keep on Printing: Ignore "out of ink" warnings from your printer and just keep on printing. You'd be surprised by how much ink is still in there.

Find Your MPS Solution: With the right Managed Print Services (MPS) solution, your business will not only optimize its entire print fleet while lowering overall printing cost, but you'll also save big on inks and toners when all of your output devices are properly managed and maintained.

Enterprise Content Management for All Departments

Don't quarantine the management of your data to one area of your business. Here are a few ways Enterprise Content Management (ECM) can be integrated throughout your business.

Finance Department: ECM can store and organize all your content; internal mail processing between locations can be reduced; and you will be better prepared to meet compliance requirements.

Purchasing: Automatically created purchase orders is reason enough to integrate ECM into your business. In addition to streamlining purchase orders, you will be able to track gaps in your content and better control costs.

Sales: Rather than manually sifting through records of previous sales, building a proper ECM system will allow you to track trends, as well as keep proper records for tax time.

IT Department: ECM allows you to track everything from purchase requests to the age of your equipment. It can also help streamline password-verification processes.



Hot Products

imageRUNNER ADVANCE C5240

Includes a FREE Panasonic Scanner- a \$595 value!

The imageRUNNER ADVANCE C5200 Series transforms workflow from a series of individual processes to an integrated flow of shared information. A beautifully compact communications hub, this Series can drive your organization to new levels of performance and productivity.



- Print Speed: 35 PPM in Color / 40 PPM B&W
- Network Ready
- Standard Duplexing
- Max Paper Size: 12" x 18"
- ENERGY STAR Qualified

Ricoh MP C4504

Includes a FREE Panasonic Scanner- a \$595 value!

Use what you know about your everyday tasks to customize digital workflows on the RICOH MP C4504/MP C6004 Color Multifunction Printer (MFP) with our Workstyle Innovation Technology.



- Print Speed: up to 45 PPM B&W and color
- Network Ready
- ENERGY STAR Qualified
- Max Paper Size: 12" x 18"
- Max Paper Capacity: 4,700 sheets



DocuWare Version 6.10

DocuWare 6.10, with several new features and advances with the user in mind, is now easier to use with added shortcuts and a more intuitive folder structure. Additionally, there is a key upgrade to DocuWare Cloud: with the new file cabinet synchronization, file cabinets in both cloud and on-premise systems can be synchronized making DocuWare available as a Cloud or on-premise solution, as well as a Hybrid Cloud Solution combining the two.

Based on the latest HTML 5 technology, DocuWare mimics the normal office environment and familiar working procedures. Documents are first gathered in electronic document trays for editing and sorting. They are then stored in digital file cabinets. Using [highly efficient indexing](#), all types of documents are always filed in the right place and then displayed on screen when needed with just a few clicks. These and many other functions such as Workflow Manager make DocuWare a highly desirable solution to optimize business processes.

To learn more about all the different applications, [click here](#) for a comprehensive collection of DocuWare videos.