# Five Reasons Why: End-to-End Document Management

*Are your document development and management processes only partially automated? Here are five good reasons to put end-to-end document design, delivery, and management back on the fast track.*

Many large organizations have been slow to achieve fully automated end-to-end document management. Why? According to a QuickPoll of IDC's Enterprise Panel, barriers to investing in document management technologies include cost and the challenge of integrating document management systems with existing systems.[1] However, in our experience, automating the complete document lifecycle can be worth the effort—and deliver exceptional ROI.

Five good reasons to fully automate your document management processes include:

**Boost productivity.** A surprising number of organizations rely on manual processes because they haven't automated the whole document lifecycle, which includes document capture, management, retention, and delivery. IDC's QuickPoll revealed that 39 percent of respondents still manually key data from paper documents into enterprise systems.[2]

Electronic information capture can free employees to spend more time helping customers. Addressing other gaps in automated document processing can have similar productivity benefits.

**Use less paper and keep costs down.** According to a report by Gartner, 81% of IT directors surveyed plan to reduce paper consumption by automating and streamlining business processes.[3] Integrated document management is an important part of business process automation. It can help you design and manage paperless processes and communications channels that reduce the need for expensive batch mailings and overnight shipments.

**Tame the information explosion.** Analyst and research firms estimate the amount of digital content in circulation will grow ten-fold by 2011. Automating how electronic documents are indexed, routed, and stored can eliminate business problems associated with lost or misrouted information, and make it easier for employees to find the information they need, when they need it.

**Comply with federal regulations.** A survey conducted by PricewaterhouseCoopers indicated that 35 percent of senior executives admit to being out of compliance with Sarbanes-Oxley almost four years after its passage. Fully automated document management can minimize the risk of noncompliance.[4]

**Get better business results.** Automated document management can help organizations get the right information to the right people at the right time. In a 2009 survey of 142 IT and LOB decision-makers at large businesses, 78 percent responded that "ensuring the right information is available to users when needed"[5] is critical to achieving better results.

HP has proven solutions that can help you streamline end-to-end document management and achieve greater ROI. To learn more about HP document automation solutions, visit www.hp.com/go/IPGworkflow.

---

[1] *Worldwide Capture and Image Management Software: 2008–2012 Forecast and Analysis,* IDC, December 2008.
[2] *Worldwide Capture and Image Management Software: 2008–2012 Forecast and Analysis,* IDC, December 2008.
[3] Federico De Silva Leon, *User Survey Analysis: The Impact of the Financial Crisis on Office Print Purchasing Decisions, Worldwide,* Gartner, Inc., 27 April 2009.
[4] *Ready to Act: 3 Recommendations for Agile Processes,* InfoTrends, 5 February 2009. *The State of Information Security 2006.* CIO, CSO, and PricewaterhouseCoopers.
[5] RONIN Corporation, January 2009.