Paperless

Whitepaper
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Catalog, protect, and categorize all your paper and electronic documents easily and automatically

Paperless

DOCUMENT MANAGEMENT SYSTEM
Dynamic and comprehensive solution for managing business documents

The advantages of document digitization

In recent years, the digital revolution has radically transformed our way of managing documents, consigning the filing cabinet to the past and ushering in an era of unprecedented efficiency and sustainability.
The benefits arising from the adoption of electronic documents are now widely recognized and firmly confirmed. However, the use of electronic media and its widespread dissemination has not completely solved the issues that still persist in their management. Here are some examples:

Storage
It's true that the issues of physical space and time for cataloging paper documents have become much easier with electronic documents. However, the cataloging of the latter is often not managed through a well-planned data structure and a system adequate to ensure that they are easily searchable and accessible.

Reachability
Searching for a paper document is decidedly more challenging than searching for an electronic document, especially when it comes to locating a specific phrase or value. However, even a disorganized electronic document archive does not guarantee optimal search effectiveness. Additionally, if it is not well organized, one might encounter the unintended sharing of documents with individuals who are not authorized to access them.

Sharing
The issue of physical transfers and duplications for sharing paper documents between offices or individuals has been largely resolved with electronic documents. However, the variety of formats and platforms for the latter makes it difficult to access and use documents on different devices or software.

Costs
Several factors make electronic documents more cost-effective than paper ones. Firstly, digital storage is much more space-efficient compared to physical storage, leading to significant savings. Additionally, paper documents entail additional expenses for printing, materials, and transportation. However, the lack of organization in managing digital files can drastically increase their costs.

Sustainability
Electronic document storage is generally considered more sustainable than intensive paper usage, which involves tree cutting and energy consumption for production and disposal. However, the existence of a non-uniform environment for their storage often leads to duplicates across multiple platforms, which certainly increases storage space costs and resource requirements for indexing.

Deterioration
Aging, wear and tear, or environmental damage can compromise the preservation of a paper document forever, compared to an electronic one. However, uncontrolled electronic management could also lead to irreversible document loss.

Simple solutions to improve electronic archiving

If electronic archiving is a much simpler and flexible solution compared to paper-based archiving, it doesn't mean that solutions for better management should be more complicated. On the contrary, being in a digital format, everything becomes simpler; from the infrastructure to the indexing of their cataloging. Here are some conceptual solutions that optimize digital archiving:

Unique container
Using a unique container in electronic archiving ensures greater consistency and ease of management, allowing centralized and simplified access to all related documents.

Organized cataloging
The ability to have organized cataloging in an electronic storage system significantly improves efficiency, facilitating quick and accurate document searches and reducing the time spent retrieving necessary information.

Metadata enrichment
Improvement of search and organization using a metadata enrichment system, which can include automatic or manual tagging to facilitate quick and accurate document retrieval.

Shared and controlled access
Shared and controlled access in an electronic storage system enhances collaboration among teams, while ensuring data security, as only authorized users can view or modify specific documents.

Breakdown by expertise
The division by competence in an electronic storage system allows organizing documents so that they are specifically accessible to users based on their areas of responsibility, improving operational efficiency, and protecting sensitive information.

Transversal cataloguing
By combining metadata and tags, there is the possibility of achieving excellent cross-cataloging of documents. This creates logical links between them, which can be useful for broader analyses, projects involving multiple sectors, or improving searches for related information.

Regular backups
Regular backup in electronic archiving ensures data protection, minimizes the risk of loss, and ensures operational continuity in the event of failures or cyberattacks.

User training
Electronic archiving enhances user training by facilitating centralized access to training materials, allowing for timely updating and distribution of new information and company procedures.

The available software

One of the most highly regarded open-source software for document management is Paperless-ngx. It's an excellent application for small and medium-sized companies or for individual departments or work groups within larger companies:

Text digitization and recognition
It allows users to scan physical documents, automatically converting them into digital formats. It uses OCR (Optical Character Recognition) to extract text from scanned documents, making the files searchable and more accessible.

Acquisition of documents from various sources
It can source documents from various sources, including physical document scanners, local and network file systems, through monitoring dedicated email accounts, with manual uploads directly from the web interface, and through the APIs and integrations it provides.

Optimized storage and search
With Paperless-ngx, all digitized documents can be securely and organized. Users can search for them by keywords, dates, labels (tags), and other metadata, facilitating quick retrieval of files without having to sift through large quantities of paper documents.

Web user interface
It features a clean and intuitive web interface that allows users to view, organize, and manage documents from any device with a web browser. This makes the system extremely accessible and easy to use.

Security and privacy
It supports encryption of stored documents and offers access control features to ensure that only authorized users can view or modify sensitive documents. This is important for compliance with privacy regulations and data protection.

Integration and automation
It supports integration with other applications via APIs and can automate the document processing process using rules and hooks, which can, for example, send documents to specific destinations or execute custom scripts.

Community support
Being an open-source project, Paperless-ngx benefits from the support of an active community that continuously contributes to improvements, updates, and new features. Additionally, users can seek help and exchange advice through forums and dedicated channels.

Our offer

With Paperless, we offer the opportunity for all businesses looking to move away from paper documentation to have a tool for digitization and document management.
This process goes beyond simply installing the software; it requires the implementation of a robust and precisely delineated cataloging structure for acquired documents. It is essential to establish a detailed organizational chart that regulates access to documents based on users' specific roles and departmental affiliations, as well as the sensitivity of the information. Additionally, careful consideration must be given to the sources from which documents are acquired and appropriately configuring the peripherals connected to the system. All of this should be supported by a well-structured and targeted user training program, without which the entire migration effort would be ineffective. This training not only ensures the effective use of the new system but also ensures that the transition to digitization contributes to improving operational efficiency and data security.
This is why our service includes the following possible features:

Preliminary assessment of business needs
An initial exchange to understand the breadth of the company and the structure of its departments, in order to identify key areas to incorporate into Paperless. This is an essential step to delineate the size and specific departments that will benefit from document digitization.

System installation
It includes the provision of a dedicated virtual machine, if not already provided by the client, configuration on the company network, including user access, and finally the installation of the Paperless-ngx application.

Application startup
It involves a detailed analysis of how to structure documents in Paperless-ngx, defining departmental scopes and related users, with whom appropriate user groups can be created.

Training
Through the training we provide, not only will instructions be provided for effectively using the software, but users will also be encouraged to actively utilize it, highlighting the crucial value of their collective participation in enhancing it.

Routine system maintenance
It ensures that it is always updated with the latest versions and bug fixes, both for the system and for the Paperless-ngx software. It also includes monitoring of the access system, monitoring intrusion attempts, updating user credentials, and adjusting access permissions.

Extraordinary content maintenance

In addition to regular backups of the internal database, the Paperless service includes checking the coherence of the structure of its contents, verifying and fixing orphaned documents, and potentially identifying incorrect cataloging or causes of duplicates.

The Paperless service from myobject srls is part of the Digital Office package, designed to be seamlessly integrated with other complementary applications for business management.
For more information, visit https://www.myobject.eu/digitaloffice.

For a preliminary assessment and/or a quote, please contact us:

myobject srls
Phone 0472741000
Email: info@myobject.org
https://www.myobject.eu

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