

Document Management - Quick Survey

This interactive PDF will help you assess the challenge you currently face with documents within your organization. Fill it out for your own purposes or save it and send it to info@imagineedoc.com - we would be happy to discuss your needs and see how we can help.

Name:

Company:

Phone:

Email:

1. Identify the problem

Choose all that apply

- We have lots of paper based files
- Problems locating and tracking files
- Lost documents
- File storage costs
- Multiple versions of documents (version control problems)
- Document security and retention is difficult with information in multiple locations
- Information and privacy requirements are difficult to meet
- Cumbersome manual data entry
- Time and cost associated with audits, law suits and regulatory filings
- Resource retention (skilled workers performing mundane tasks)
- Other

2. What could Document Management do for you and your organization?

Choose all that apply

- Save time
- Save money
- Let me concentrate on more meaningful tasks
- Keep my files easily accessible and secure
- Help me keep my deadlines
- Enforce required processes
- Connect remote locations to Head Office
- Other

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3. Timeline for pursuing a Document Management system:

Choose one that apply

- Should be done immediately
- Within the next 6 months
- I need more help to see the benefits of a Document Management system
- We already have system in place
- Other

4. We need help with the following:

Choose all that apply

- Calculating ROI
- Identifying/Pinpointing our problems / areas Document Management can help
- Integration with Line of Business systems
- We are a SharePoint user but need non-custom code workflow and Records Mgmt
- We need other company case studies to understand the solutions possible
- We need time to evaluate this internally
- Other

5. We need help with the following:

Choose all that apply

- Attend a Seminar
- Attend a Webinar (online demo)
- Have a Document Management expert come to my office for a discussion / demonstration
- Have information sent to me
- Sign up for Imagine's newsletter

6. Other Comments/Requests