



Paperless office is a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form. While a 100% paperless office is unattainable, a few decisive steps applied over enough time can dramatically reduce if not eliminate the vast majority of paper.

“Going paperless” can save money, boost productivity, save space, make documentation and information sharing easier, keep personal information more secure, and make an eco-friendly office. The concept can also be extended to communications outside the office.

DEFINING PAPERLESS OFFICE ENVIRONMENT

The paperless office can be defined as an electronic document management environment that provides an alternative to the workflow and storage issues associated with paper files.



BENEFITS OF PAPERLESS OFFICE

In a paperless office environment you can easily store documents e.g. reports, faxes, invoices, letters, etc. in electronic forms in a centralized data/records center thus, eliminating the need for cumbersome Physical files.



Once you begin implementing the paperless office, you can improve the organization’s speed, security, accuracy, and ease of document retrieval, along with eliminating the need for additional physical storage space for department files.

Some the benefitted for businesses entities while going paperless:

- Reduced cost and quicker access to information
- More physical space
- Access anywhere, anytime and much quicker
- Less paper in
- Less temporary paper
- Less paper out

STEPS FOR GOING TO A PAPERLESS OFFICE.

1. PLANNING FOR THE FILE STRUCTURE AND STORAGE FOR DOCUMENT

The below questions may need take into consideration for the filing structure in the organization:

- What types of document do you have currently in your filing system?
- Which documents your organization might want to store electronically?
- Which documents do you need to access very often and quickly?
- Which internal documents could be stored electronically?
- Decide on which date you should start to store identified documents electronically?



We BALBBIYS are available to provide you a professional advice and training at your demand.

By conducting business classification assessment, we also support you on the development of the File Plan.

Then you will also need to consider a way to access and manage your computerized documents. A document management system consists of computer software that allows you to perform simple tasks such as filing, indexing and document retrieval to more complex tasks such as workflow.

There is records management policy, SOP and guidelines need to be followed for further implementation



2. ORGANIZATIONAL PLANNING

After identifying how you are going to save your organizations files, it is imperative to define key personnel roles i.e nominating Focal points for each sections/offices.

Staffs, who will be responsible for maintaining the file structures, train other staff members on using the file structures and who will scan documents will have to be identified. It may be appropriate that the staff who does the copying and printing is responsible for scanning and storing the documents.

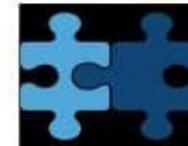
3. IDENTIFYING DOCUMENT STORAGE AND SOFTWARE

In terms of storage and Application platform, You need to identify the end-state and application platform as a standard. The selected platform envisions simpler and more operational environments and enable effective delivery of the organization’s mandate.



Whilst assessing the Document storage, you need to consider capturing of the files. For the back-log files which currently you are keeping them in paper and /or electronic files received from external entities, you need to consider scanning and convert into PDF with OCR format.

If the files are electronic born and digital captured files, you can directly save them in the designed file folder structure as per the Filing Plan and storage area. Therefore, you need to acquire document management software to facilitate organization of data and capture of digital file material (scanned documents as well as e-mail, Web pages, graphics, video files, audio files, photos, word processing



BALBBIYS's team will help you more enrolling into Electronic Records Management System.

4. SECURITY PLANNING

After identifying what documents need to be access more frequently and quickly, you need to use commonly recommended security measures. While Document management system offers security features, you may go beyond security measures that provide confidentiality. By protecting against unauthorized entry such as routers, firewalls, antivirus software and password protected access to protect the documents. Take steps to ensure that documents stored electronically cannot be inadvertently modified or destroyed.

WHILE YOU ARE USING A DOCUMENT MANAGEMENT SYSTEM YOU NEED TO ASSIGN STAFF MEMBERS TO SECURITY GROUPS TO ENABLE OR DENY ACCESS TO FILES AND FOLDERS.

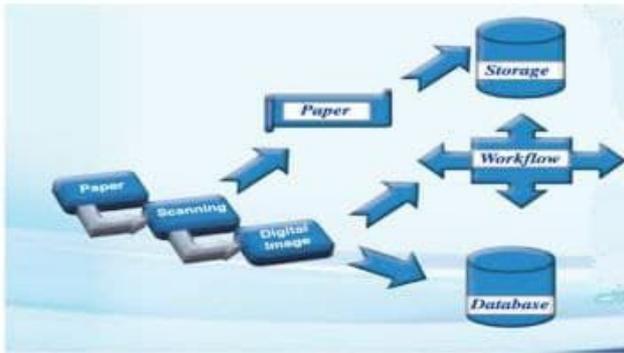


5. IMPLEMENTATION

After you have finalized your file structure, your personnel roles, your requirements in terms of storage, hardware and software, you are ready for implementing your paperless office.

It is recommended not to implement a one-step organization-wide conversion to paperless office. Instead, consider implementing the paperless office in a single department/office or small group of departments first. This will limit the scope of any issues you encounter and allow you to refine your organization's approach to electronic document storage before incorporating new procedures, hardware and software throughout the company.

A SIMPLE PAPERLESS OFFICE SOLUTION



"We're a Solution finder and then you'll get to be a Problem Solver"

BALBBIYS Trading PLC is established by the Information and Records Management professionals who have a reach experience in international wide. BALBBIYS endeavour development of good record-keeping system and make ensure that records and information documenting evidence of institution's transactions are properly created/ captured, managed, timely and properly disposed of; records with enduring value are identified and properly preserved for access and use, and protected as well as for reduction or mitigation of risk.

To this end, we are providing the Records Management Services and guarantee the expected outcomes which include the following Services:-

- Conduct Need assessment, Business Process analysis and Mitigation and Disaster preparedness plan;
- Advise on the daily creation/receive, capture and management of active records in both paper and electronic formats;
- Design Documents and Record-keeping system including the setting up policies and standards;
- Development of Records management guideline and procedures Administration of document management solutions
- Provide guidance, advice and trainings to management, coordinators and Record managers at large on all aspects of records and archives management;
- Design Filing System and implement a specialized system for managing records and Information;
- Provide guidance in the ultimate disposition of obsolete records, Retention and Disposal Schedule Development;
- Provide Digital projects: Records Digital transformation, including metadata creation, digitization and capturing of records into the recordkeeping system; and
- Develop the ECM solution and Electronic Document Management System which includes configurations of recordkeeping system, file plans, user access mapping and installation of client computers;
- Professional consultation for the proper filling equipment, supplies and Software solution



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