



**EASY SOFTWARE**



## ENTERPRISE CONTENT MANAGEMENT

Benefits the Earth and Benefits You

**SAP**® Certified  
Integration with SAP NetWeaver®



Less  
paper, printing,  
shipping &  
waste.  
**Reduce  
your carbon  
footprint.**

## Enterprise Content Management: **BENEFITS THE EARTH AND BENEFITS YOU**

Many organizations today are more conscious of the impact their business has on the environment than ever before. Fortunately, corporate leaders are asking themselves and their teams, “Which processes can we change or modify to help the environment?” Superfluous paper use is common within most organizations and can easily be prevented. Many companies, from independent medical practices to international corporations, are committed to reducing paper consumption and are leaving paper-based operations behind.

In addition to becoming “greener” and decreasing their carbon footprints, organizations are realizing several other benefits which accompany the implementation of an Enterprise Content Management system.

### **Benefits of ECM on the environment**

The transition from paper-based information storage to electronic document management, or Enterprise Content Management, significantly reduces any organization’s negative impact upon the environment. There are countless ways in which the move from paper-based operations to electronic documents benefit the Earth.

- The reduction of paper means far fewer trees are cut down and used for its production
- Without regular paper deliveries, companies reduce carbon footprints by reduced shipment fuel
- Printer ink and toner—toxic supplies regularly used and disposed of improperly—will not be needed
- Energy is conserved from paper production, distribution, and its mailing
- With ECM, documents are readily available online company-wide. This enables employees to consider the option of working remotely or from home to reduce gas usage

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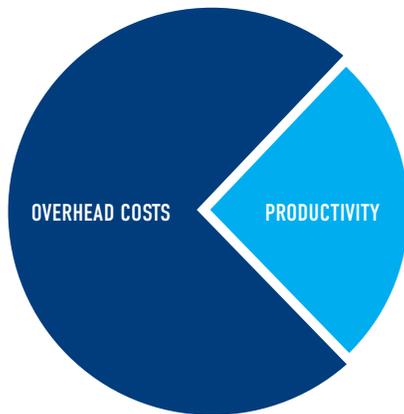
“We began working with EASY SOFTWARE in 2010, and our Enterprise Content Management is already helping our organization contribute to our ongoing efforts to implement environmentally-friendly corporate practices. The transition has been smooth and the system can be integrated throughout our entire company. Its impact upon our accounts payable process has been huge, and the ECM works seamlessly with SAP. We are already realizing the environmental benefits.”

— **Easy Software Manufacturing Client**

## BENEFITS OF ECM ON ORGANIZATIONS

The environmental benefits of paperless operation are by no means the only perks of Enterprise Content Management systems. Read about the added organizational benefits that come along with the implementation of ECM technology.

### Without ECM



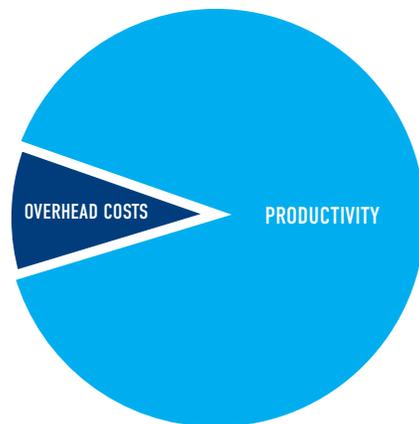
### Increased Organization Productivity

The use of Enterprise Content Management instantly improves productivity. It immediately eliminates time wasted walking to file cabinets, locating for missing documents, searching for needed information, and filing unnecessary paper.

An even greater benefit of storing company documents online is that more than one employee can view a document at once. Users can make changes to shared documents by checking them out for exclusive use. Documents can be shared again once checked in by it's editor.

EASY SOFTWARE notes the activity of other users within each document, including when the document was edited and by whom. The complete transparency that comes with ECM enables employees to perform more efficiently and better than ever before.

### With ECM



### Cost Savings on Materials and Storage

Superfluous paper not only causes clutter, but also brings unnecessary expenses upon organizations. It's easy to forget about the hidden costs that surround paper-ridden offices. Not only do they suffer the expense of paper, but all associated paper costs such as storage, printers, printer supplies, filing time, and mailing. Forgotten costs often include:

- Printing costs not only include the cost of printer equipment, but ink cartridges, toner, and repairs.
- Fax machines are becoming less convenient and more outdated, especially in the age of scanning. Costs eliminated with ECM include machines, toner, paper, service, phone charges, and of course, the minutes spent waiting at the fax machine.
- Instead of saving time, paper costs, envelopes, and courier costs, many organizations still mail documents unnecessarily. All associated costs can be saved with the use of electronic document transport.
- Storage cabinets and closets are now an antiquated method of data organization. The space required for storage and paper itself cost money which can be saved with ECM. Hard copies of data are unsafe and can be lost or destroyed at any time.
- Paper waste, in addition to damaging the environment, must be disposed of or shredded and incurs costs of disposal on organizations.

The transition from a paper-based operation to electronic Enterprise Content Management allows organizations to avoid or remove all problems associated with paper records and their storage.

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## Increased Document Security

When old-fashioned paper-based filing systems are replaced with an Enterprise Content Management system, document privacy and security concerns become a distant memory.

Unlike paper-based operations, electronic content management solutions allow access to specified documents only with assigned security allowances. With an ECM, employees are granted access to only what their designated settings allow.

**The increased security of ECM technology especially benefits environments that have privacy restrictions in place such as HIPAA, SEC and SOX. In addition to specific security settings, EASY SOFTWARE technology brings organizations:**

- Quick retrieval of relevant information for decision-making processes
- Ease of use, ability to work in your organization's native environment
- Trouble-free, revision-proof, legally-compliant long-term archiving

The document management capabilities provided by EASY SOFTWARE allow administrators to determine which users can access specific documents and by each user name or level. Administrators can enable permission levels which dictate who is able to access, modify, and move documents.

**In addition to the increased security offered to organizations, ECM solutions provide:**

- Consistent method of entry and classification while entering documents into the system
- The ability to limit user access depending upon name or group
- The ability to apply retention policies and dates to documents
- Complete document visibility with time-stamped edit history
- Both electronic and scanned documents are stored and classified consistently

### Increased Security

- > Ease of Use
- > Consistent Data
- > Privacy Restrictions



### Streamline Business Processes

Every organization relies on processes. Effective organizations create complete transparency throughout every business process—however this is challenging when working through floating pieces of paper which only one person can view at a time.

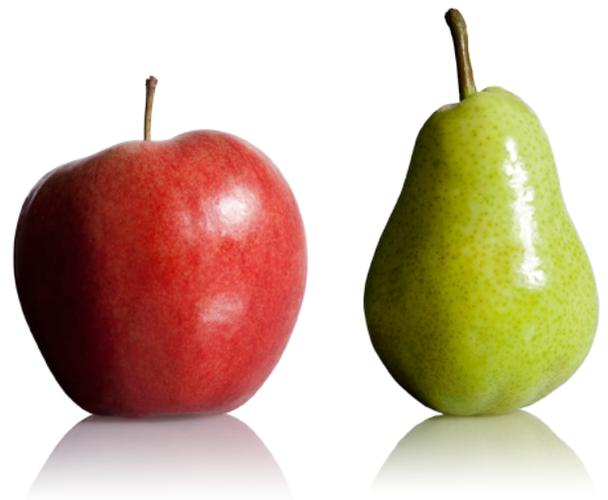
The implementation of paper-free systems means that important documents can be viewed, shared, and stored at the click of a button. Processes such as payroll, accounts payable and receivable and contract approval will no longer take weeks at a time. Instead, the shared access that comes along with paper-free systems means instant communication and transparency.

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#### **An Enterprise Content Management system allows employees the ability to streamline processes by:**

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- Assignments. ECM allows administrators and users to assign tasks to employees and implement project timelines
- Alerts. Users may request alerts when specific tasks have been completed, or deadlines appear in calendars
- Reporting. Perhaps one of the most important features for managers utilizing ECM, all employee activity within the system is recorded for viewing. This helps managers determine employee productivity levels and can help allocate resources accordingly



### Conclusion

Implementing an Enterprise Content Management system and reducing or eliminating paper in the workplace contributes to the good of the environment. The shift in processes also benefits organizations' bottom lines, increases workforce productivity, improves information security, and streamlines business processes.

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## ABOUT EASY SOFTWARE

Established in 1990, EASY SOFTWARE offers market leading solutions in electronic document/data archiving and electronic document/content management (ECM). EASY SOFTWARE captures any type of bulk data, structures and organizes document flow, and ensures revision-proof long-term archiving. The software also stores content and makes information readily available enterprise-wide, regardless of time and location. This eliminates wasted time in long searches, data loss and paper inundation in overflowing archive shelves.

## PRODUCTS AND SERVICES

Based on state-of-the-art technology, EASY SOFTWARE provides user-friendly document management software for popular operating systems, work environments, and file formats. At the same, EASY is capable of providing tailored solutions for optimizing document-based processes for any industry and businesses of any size. The EASY EXPERIENCE server is the core of the EASY SOFTWARE product suite. It integrates seamlessly with many widely-used, select standard software such as SAP ERP, IBM Lotus Notes, Microsoft Office and Microsoft Dynamics.



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## HOW HAS EASY SOFTWARE'S DOCUMENT MANAGEMENT SOFTWARE HELPED CLIENTS?

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### Airparks

United Kingdom

Airparks, the United Kingdom's most successful, £8 million parking company boasts five locations 200 employees across the UK.

The documents management solution allows Airparks to track customer queries and accelerate customer service. If a customer makes a complaint, it provides the customer service operative with the visibility to easily answer customer questions about the status of the complaint. With accurate, real-time visibility of the paper trail including letters, emails, customer service reports, cost estimates and photographs, the customer complaint can be managed effectively. This has increased customer satisfaction and protects Airparks from false claims.

Airparks estimate that the time saved by replacing manual processes with electronic ones is around £20,000 each year, just in labor costs. Those savings alone "easily offset the depreciation on the software."

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### Tenneco Automotive

United States

Tenneco Automotive is a \$3.5 billion global manufacturing company based in Lake Forest, Illinois, with approximately 20,000 employees worldwide. Tenneco Automotive is one of the world's largest designers, manufacturers and distributors of automotive ride and emission control products and systems for the automotive original equipment market and the repair and replacement market.

"The key criteria in addition to technical functionality, for a successful archiving solution at Tenneco were the ability for us to implement the solution quickly, easily and for the solution to have a fast ROI. The EASY Solution met all of these high standards, the EASYWARE solution was deployed in a matter of days and paid for itself in only a few months." –Thomas Kremer, SAP Project Manager at Tenneco Automotive

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### Graham Packaging

United States

As a global leader in producing custom blow-molded plastic containers, York, PA-based Graham Packaging produces more than 20 billion container units annually. The \$2.5 billion company's clients include Proctor & Gamble, Johnson & Johnson, Tropicana, Hersheys', Pennzoil and Clorox. The company operates more than 80 plants in 15 countries.

"We're a very lean department. Not only do we try to be efficient with our staffing, but we also look to maximize productivity and ROI for our technology investments. EASY blew us away with just how much we could get for our budget and how quickly we could recoup our investment by replacing IXOS with the EASY for mySAP solution." –Jeff Rishel, Graham Packaging VP of Information Technology



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