THE IMPACT OF PAPER USE
Relying on Paper Puts Organizations At Risk

M-Files conducted a survey to identify the scope and degree to which companies still rely on paper-based processes, and the risks this exposes them to.

IN THE BEGINNING THERE WAS PAPER

For thousands of years mankind used paper as the medium to transmit knowledge. However, today's organizations look to digitization to transform and improve the management, organization and tracking of business documents.
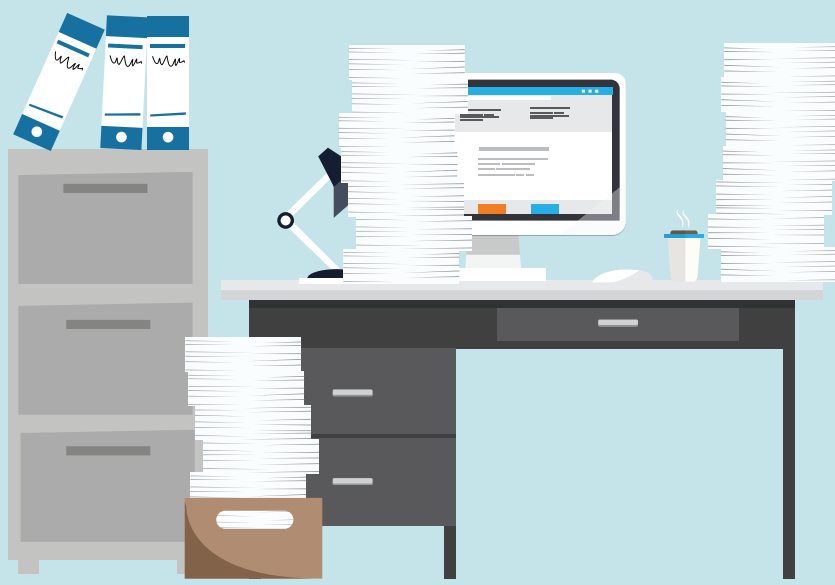
PAPERLESS? NOPE ... NOT YET

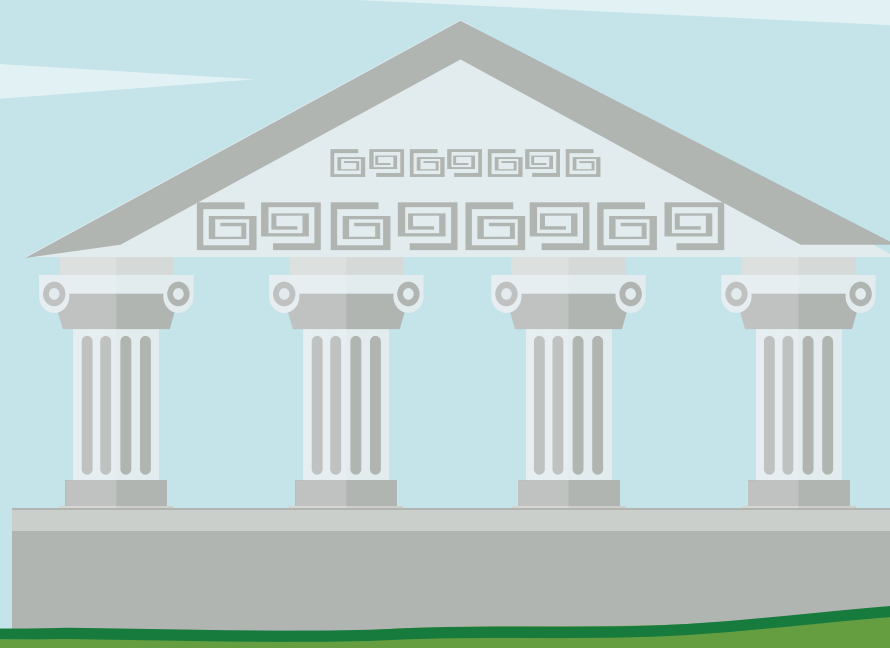**8 out of 10** workers print at least one document a day

PRINTING FILES CREATES RISKS

At least **58%** of all paper documents received are left in paper form on desks or in file cabinets.

While **38%** report that paper documents are lost or misplaced at least a few times each month, this number is likely even higher because 62% answered "I don't know."

3 out of 10 of people said they've read something that confidential and not intended for them because it was printed and left unsecured in their office.

SIGNATURES ARE ALL WET

While some companies are digitizing their paper files, documents that require signatures often remain paper-based.

55% of organizations still use paper-based processes for process docs that require signatures.

THE SOLUTION:
TECHNOLOGY + STRATEGY

The good news is that many companies are taking proactive steps to reduce the negative impact of paper-based processes..

55% of organizations have a formal plan in place for reducing paper usage.

HELP!

Forward-thinking companies are leveraging enterprise content management (ECM) solutions to digitize and manage information to increase efficiency and productivity while reducing risk.

M-Files