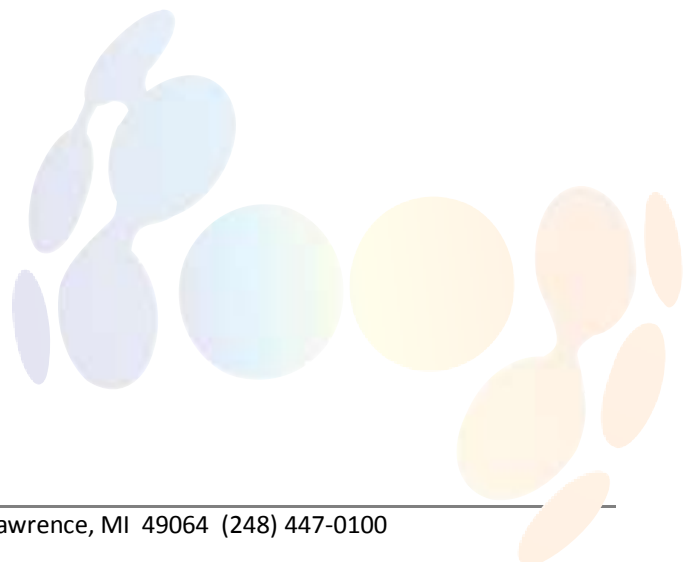




## White Paper: From Paper Piles to Electronic Files



## Moving Your Business from Paper Piles to Electronic Files

Is your business concerned with the amount of paper documents that must be handled, managed, and stored? Are you inefficient at finding documents at a moment's notice? Are you concerned about recovery of documents and information in the case of a fire or other natural disaster? A few years back, *Inc. Magazine* reported "that 75 percent of small to medium sized businesses (SMBs) have no disaster recovery plan and that 40% never reopen after a disaster." According to market analyst firm, Gartner Group, "50 percent of SMBs will go out of business within three years if lost data cannot be recovered within 24 hours." In order to not just be another statistic and also to increase business efficiency, many SMBs are now considering Enterprise Content Management (ECM) to be a necessity, and not just a nicety.

AllIM International, an organization specializing in ECM, defines ECM as "technologies used to create, capture, deliver, customize, and manage content across the enterprise in support of business processes." And what is the definition of content, you ask? Content is anything that can be stored in electronic format, whether the data is structured (like name addresses or phone numbers that can easily be organized in a database) or unstructured (like data found in audio files).

But it is not enough to just "manage" content through manual processes in your workplace. Rather, your content needs to be managed so that it can achieve your company's business goals such as increasing your process efficiencies, realizing faster customer response time, and ensuring business continuity. By decreasing your dependency on paper and unmanageable content, ECM allows businesses from small to large to electronically capture and store documents efficiently and easily. Business processes can be improved, costs associated with accessing and storing content can be reduced, compliance with various regulations can be handled, and process continuity can be ensured for your business. ECM is best summed up as a system to make sure that you have the right content in the right place at the right time – all the time. And who doesn't want that peace of mind?

### About UFC Inc.

UFC Inc is a consulting, integration and solutions firm preferred by clients in the Oil and Gas Industry for our quality, innovation and integration expertise. UFC provides data capture, enterprise content management software, support and integration services - based on a flexible architecture and common set of applications for collecting, classifying, retaining, migrating, securing and accessing information – all at the lowest cost of ownership.

Call us today to find out how we can help your organization at (248) 447-0100 or email us at [sales@ufcinc.com](mailto:sales@ufcinc.com).