

# The Paperless Journey

The concept of a paperless office has been around for decades, but as remote and virtual working is now the norm for many businesses, it may be time to consider moving your documents online.

But what is the journey to going paperless?



LET'S FIND OUT ↓

## Why Do Businesses Still Use Paper?

Industries like [insurance](#), [healthcare](#) and [accounting](#) and finance, still rely heavily on paper due to their **business workflows**.

Other reasons businesses still use paper include:

- Legal necessities
- Convenience and permanence of paper
- Government requirements
- Compliance issues

These habits have become instilled into business practices and **people can be resistant to change**, especially when going digital means learning new protocols and software.

However, the pandemic caused many offices to close and employees to move to remote working. Business leaders realised that sticking to a **paper document filing system was costing time, money, and unnecessary resources**.

Today, we have the **technology** to create a **paperless work environment** with relative ease. Organisations and companies need to **adopt new ways of working** to reduce their paper use and make their Document Management System futureproof.

## The Advantages of a Paperless Office

There are many **advantages of a paperless office**, including:

- Saves time on administrative tasks
- Helps maintain better control over various business workflows
- Frees up space in the office
- Boosts productivity
- Improves business green credentials
- Increases **security**
- Reduces waste and clutter



## How to go Paperless

Many businesses and organisations around the world are transitioning from physical document storage to electronic [Document Management Software](#). But how are they doing it? We've outlined seven steps and various tips for going paperless in today's digital age.



### 01. Get Everyone On Board With Going Paperless

If your **employees aren't 100%** behind the decision to move **processes online**, then it can be difficult to implement the new software.

Ensure that you speak to your team about how **going paperless benefits** them and **makes their jobs easier**.



### 03. Upload Paper Documents to a Secure Document Management System

A reliable DMS whether cloud-based or server-based allows all **digital files to be saved securely** without taking up physical space. This also means that your employees can access the same information, in real-time, from anywhere with an internet connection. So, whether your team are working from home or at their desk, they can see the same document as you.

Files can be **effortlessly shared with teams and clients** through capable [document storage](#) systems, speeding up tasks and making **collaboration even easier**.



### 05. Share the Paperless Switch with Clients

**Communicating with clients is key** for making the switch to digital easy and efficient. Ensure that you tell clients about going paperless, address their concerns and discuss the benefits of going digital for your partnership.

A [secure client portal](#) means that clients can share and sign digital documents from anywhere with [e-signatures](#). Additionally, future contracts can be set up with digital workflows to ensure you are both an efficient and paperless office.



### 07. Training for Staff

Ensure that once you've implemented your Document Management Software, you give your teams **training sessions on how to use it effectively**. Some employees may not feel comfortable adjusting to new technology and procedures so you must give them time to adjust and learn at their own pace.



### 02. Organise Your Paper Files and Documents

Once your team is happy with establishing a paperless office, then you need to start **organising**. Establish what documents you do have, what needs to be kept and what can be destroyed securely.

Dividing the work between departments and setting up a unified system, such as filing by client name, year, service etc, will help streamline the process.



### 04. Set Up Automatic Filing

With Document Management Software, you can set up bespoke rules to [automatically file emails, attachments and information](#), so your employees can get on with the important tasks, like finding new clients. Automating time-consuming tasks going forward is one of the key benefits of your paperless office strategy.



### 06. Update the Office

When you're fully committed to the office paperless strategy, you can transform your business space. **Remove old printers, scanners and filing cabinets**, and update the office to have a more modern feel with collaboration spaces and rest areas.

Additionally, you can **phase out old software** to ensure that your systems are running smoothly and set up to go paperless.

Going paperless at work doesn't have to be stressful. **Document Management Software** is designed to make your **business workflows easier, happier, and more productive**.

Let [Virtual Cabinet](#) help you on your **paperless office journey**. We're the experts in digital document management. Interested? **Book a free demo online today**.

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