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Technology Tip
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The Paperless Office:
Dream or Reality?

Over the last several weeks, we have been researching document imaging systems that will allow us to scan rather than file incoming documents. It is becoming clear that scanning technology and storage of scanned images is as simple as making toast!

Consider vendor invoices arriving by mail and the path they must travel in order to be paid and filed. If you were to attach a cost to each segment of the handling process, you would probably conclude that you're spending a lot of labour dollars handling invoices. If you were to scan them as soon as you open the mail, and then attach the scanned copies to their appropriate entry in your accounting system, you could simply shred the paper copies. No need to file (or misfile), cross reference or store them ever again. Document imaging systems are also great solutions for other heavy paper-weighted tasks such as retaining signature copies of delivery slips for products delivered to your customers, packing slips that accompany products you receive, agreements, letters, announcements, etc… The possibilities are endless.

Two products worth mentioning are the Kodak Scan Station 500 and the SCANMATE i1120. With these units you simply put the paper to be scanned into the scanner and push a button on the front. The scanned files will appear in a folder on a specified computer on your network. Simple as making toast.

This Technology Tip was proudly provided by the award-winning folks at WaudWare, creators of the Produce Inventory Control System - **PICS** and **WebPICS**. Contact: 905.846.9737 - www.produceinventory.com