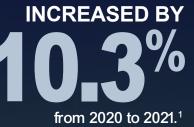# QMS➕DMS
1+1 = 5!

THE TOP 5 REASONS TO ADD A
DIGITAL DOCUMENT MANAGEMENT SYSTEM

1 TIGHTER SECURITY AND CONTROL

Administrators can set user permissions with appropriate levels of authority, ensuring everyone has access only to the documents they need.

DID YOU KNOW?

The average per record (per capita) cost of a data breach **INCREASED BY 10.3%** from 2020 to 2021.[1]

2 GREATER TRANSPARENCY

Digital solutions track every document action so it's easy to see who made changes or comments to a document and when.

DID YOU KNOW?

52% of organizations have three or more enterprise content management/document management/risk management systems and **22% have five or more systems**.[1]

3 MAXIMIZE EFFECTIVENESS

Having an electronic log of activity enhances accountability, prevents documents from being lost, and enables outdated versions to be identified and recalled.

DID YOU KNOW?

25% of poorly filed documents will never be located.[1]

4 STRONGER COLLABORATION

Digital document management tools can notify affected employees when a document has been updated and a training task is required.

DID YOU KNOW?

Increased efficiency, as well as greater staff productivity, **CAN SAVE UP TO 6,000** hours annually, or 2.4 full-time staff positions. [2]

5 ENSURE COMPLIANCE

Document management systems enable organizations to access information quickly and easily while reducing the risk of errors. This is especially important in a regulated environment, where meeting regulatory compliance is critical.

DID YOU KNOW?

Reducing reliance on paper **RESULTS IN A 20%** time savings due to filing and retrieval efficiencies and eliminates misfiling. [2]

Read our whitepaper

Honeywell
Sparta Systems

www.spartasystems.com

Source:

1. Malak, Haissam Abdul. "12 Interesting Document Management Statistics." The ECM Consultant, 21 Dec 2022

2 "Document Management System: Definition and Importance." Bit.ai Blog, 2020