

eDocument Management Solutions - DOCUMENT NIRVANA

After 25 years in practice as an attorney, my biggest stressor remains the amount of paper which I need to process each day. No matter how efficient my secretary, over any given period more and more of my desk starts to disappear and paper seems to accumulate exponentially. The reason is obvious: as I set aside one document which I think I will deal with later, so a backlog of paper starts to accumulate. As the backlog accumulates and takes up more space, so I become more inefficient. Paper then starts to accumulate at an exponential rate, finally clogging up the system and having me work at 50% productivity.

Although this scenario may sound extreme, I want to suggest that up to three quarters of the attorneys reading this article will know exactly what it is I am talking about.

Since the early 1990's, email has become an added factor. There was a time in my life when I could go on holiday for two weeks, come back and find half a dozen notes on my chair about people to call or things to do. Now I go out of the office for a day and come back to over 100 emails. If 30% are spam or are irrelevant, this still leaves me 70 to deal with, print out, file or at least read.

As fast as paper piles up, emails pile up even more quickly. Some time ago my computer slowed down almost to a stop. I only got it going again after deleting something like 16,000 accumulated emails in various folders.

Where is this all going? The answer, very simply, is that attorneys' practices need to change radically in order to stay abreast of the demands of modern communications.

My document *nirvana* looks like this:

- being able to see all of my desk, save for the space taken up by my computer;
- emails and other documents intuitively knowing where they belong in an electronic filing system;
- no more than a handful of emails in my Inbox at any one time;

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- an electronic filing system which is fully indexed so that I know where everything is;
 - a search facility which will tell me where any document is by the simple input of a couple of words;
 - every document (including emails) backed up off-site in case of hard disk failure, fire, theft or any other disaster;
 - every document I have ever used, whether in a dead file or not, archived but retrievable at the push of a button.

If that sounds like wishful thinking, it is not. Now there are systems for large and small enterprises. [Globodox](#) will service every document need of any large enterprise. For the smaller enterprise, affordability is always going to be a factor. [Sohodox](#) provides most of the answers available from [Globodox](#), but has been customised to deliver only what is needed by the smaller enterprise in a way which makes it both affordable and effective.

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