



# 3 Musts For A Successful Digital Transformation



Ready to get started or go further on your digital transformation?

Intelligent information management services play a crucial role in streamlining document and data management, increasing business efficiency, ensuring data security and enabling compliance with data security regulations.

Here are the three essential factors to consider:



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Sys.tm<sup>®</sup> Meets the  
"3 Musts For A  
Successful Digital  
Transformation"



## Look For A Complete Information Management System

Not all setups feature the same core capabilities.

You want a complete system that offers:

**Intelligent information management technology:** Your digital transformation will fall short of your time- and money-saving goals unless you take advantage of a complete system with the latest advances in digitization, automation, artificial intelligence-assisted data extraction and simple user-friendly setups and screen displays.

▶ [Unfamiliar with Information Management Technology? Click Here for the Basics](#)



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**Advanced security:** Security is paramount when it comes to managing critical business information. While many information management products tout the benefits of going paperless and using cloud storage, your ideal system should also provide robust security measures. Look for systems that offer:

- ✓ Application security
- ✓ Physical security
- ✓ Data security
- ✓ System security
- ✓ Transmission security



**Application Security** – Control and secure apps with user permissions, audit trails and automatic session ends when idle.

**Physical Security** – Ensure records are always available and protected with data center redundancy and live monitoring.

**Data Security** – Control access to documents and data with advanced passwords, user permissions and data segregation.

**System Security** – Prevent cyber theft with 24/7 system monitoring, firewalls and intrusion detection.

**Transmission Security** – Keep shared documents and data private with advanced encryption and secure network communication.

These layers of security ensure that your digital documents and data remain safe and backed up appropriately, safeguarding your vital business information from threats.

**Digitization:** Many businesses still maintain paper files and produce paper-based content. Proper digitization is essential for managing these files efficiently. A reliable information management product suite should offer capture software equipped with accurate indexing technology, including artificial intelligence-aided forms processing. Intelligent capture technology ensures your documents maintain data integrity to enhance information accuracy and aid in better decision-making.



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# 2

## Choose The Right Vendor

Selecting the right information management services provider is just as important as choosing a system with full capabilities.

Here are key criteria to help you identify superior vendors:

**Customer service and technical support:** A strong technical support team is essential. Look for vendors that offer timely live phone support from product experts. Vendors should also track and share their customer satisfaction ratings with an emphasis on quick response times and issue resolution.

**Experience:** Experience matters. Seek vendors with at least a decade of experience in providing information management solutions. More experienced vendors understand the technology, offer better product functionality and adhere to higher standards of excellence. Be cautious of trendy solutions. Choose vendors with a proven track record.

**Comprehensive and flexible product suite:** A superior vendor offers a complete and flexible product suite, including both traditional software and cloud-based services. Having the option to switch between software and cloud solutions as your needs evolve is valuable. Also, make sure that the vendor's solution can scale to accommodate more users and expand across multiple locations and environments.

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# 3

## Start Early To Get Team Buy-In And Support

Worried your funding request for digital records and task automation technology will get swamped by other spending needs? Here are a couple of tips to for the all-important step of getting your digital transformation beyond the planning stage:

**Stress the return on investment:** Chances are, your organization deals with way more spending needs than the budget can handle. To succeed in getting approval for your project, focus on how an intelligent information management system delivers an incredible return on investment that results in more money available for your organization's other technology projects: \$8.55 saved for every \$1 spent.<sup>1</sup>

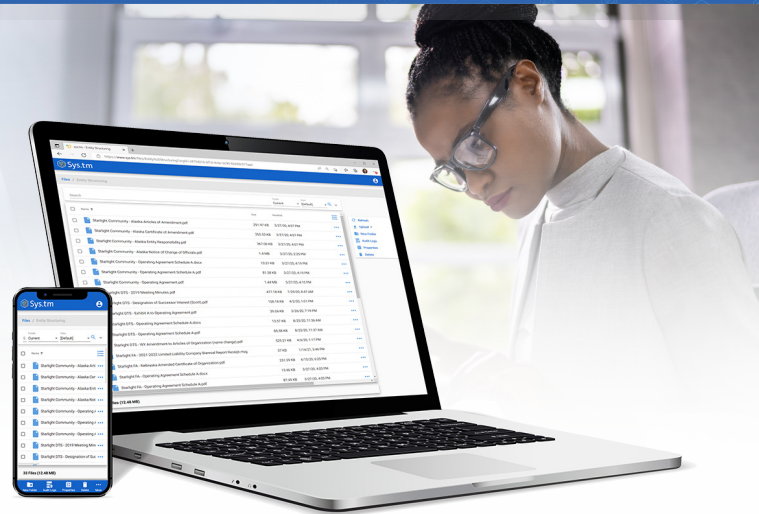
**Start planning well ahead of your company's budget-setting cycle:** Get an early start on building co-worker and funding support for your digital transformation project by knowing your organization's annual "budget calendar" so you don't miss important deadlines. Also, use this time to brief co-workers on the project and research any available government and private sector grant opportunities (often available for industries such as education and healthcare.)

1: <https://www.digitechsystems.com/wp-content/uploads/2019/07/nucleus-research-note-t19-content-management-returns-855.pdf>

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# Choose The Right Tools For You



We hope this guide was helpful.

Choosing the right information management services involves evaluating core capabilities and selecting a vendor that aligns with your organization's needs and goals. By prioritizing security, digitization, automation, and records retention—and by partnering with an experienced vendor that offers excellent technical support and a flexible product suite—you will streamline your information management processes and set your business up for success in the digital age.

You'll find these qualities in every Digitech Systems product and service, including the new Sys.tm<sup>®</sup>, a next-generation information management platform for digital transformation and office automation. Each Digitech Systems product is built with our Big Four principles: ease of use, architectural flexibility, feature functionality, and price performance.

## Software and Services that Enable Any Document. Anywhere. Anytime<sup>®</sup>



Digitech Systems introduced one of the world's first cloud information management systems in 1999 and continues to innovate in areas such as cloud content management, automated workflows and intelligent data extraction.

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