SOS systems

Lost confidence in your data storage solution?

Optimising your storage with document management software is the answer.

**The era of the filing cabinet is over.**

For people to be able to work efficiently and collaborate with anyone, anywhere, digital documents must be easily and securely stored and accessed online.

Huge amounts of data are being created.

The modern storage solution must be able to accommodate vast amounts of data, with 328.77 million terabytes of data now being created each day.[1]

The volume of data (in zetabytes) created, captured, copied and consumed worldwide.[2]

Year	Value
2010	2
2015	15.5
2020	64.2
2025	181 (Predicted)
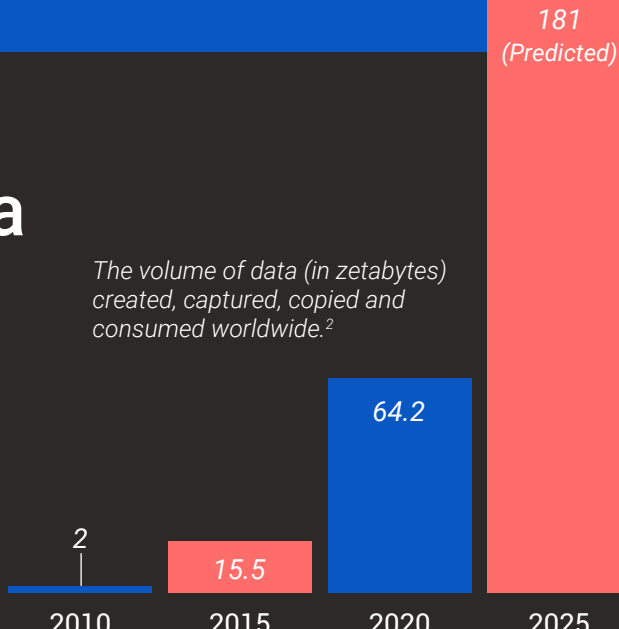
Businesses must store this data somewhere.

57% of data is currently stored in the Cloud…

and **43%** percent stored on servers on the premises.[3]

By 2025, Gartner predicts **85%** of businesses will adopt a cloud-first approach to data storage.[4]

No matter how much data you have, or where you store it, can you answer the following questions?

Do you know what information is stored where?

There are some documents you need close at hand for fast retrieval, while others can be stashed away safely for peace of mind. This is sometimes known as hot data (with frequent access) and cold data (rarely touched).

Tips
- Keep documents where you need them most, whether it's within primary storage or in a backup location.
- Rather than being kept in a database, store documents in separately defined storage with options for customisation and grouping, so you'll always know where to find what you need.

Tips
- Create an online portal for an enhanced customer experience by providing access to information such as invoices or test results, or curated into digital binders.
- Make documents read-only to support security, with a few simple steps within the company website for a smooth user journey.

Is your information accessible to non-staff?

Documents like patient records or exams results are important to people outside of your organisation—but compliance, staff resource and physical location means it's not always possible for them to get easy access.

Do you trust your infrastructure?

It's all too easy for lose an important document—buried within an untidy filing system, accidently thrown away or trapped on a failing server. This loss can be irritating at best, costly and even catastrophic at worst.

Tips
- By using data centres in different regions and copying to multiple disks, large-scale accessibility failures can be avoided.
- By having system data maintained across secure storage locations, the information you need will always be to hand online.

Document storage management can improve your storage optimisation

Understand how document management software can efficiently and securely store information and workflows.

Download the eBook

Introducing Therefore *from Canon*

Therefore's document management software protects you from data security breaches, grants you visibility into your operations, and boosts staff productivity through flexible and intuitive information management.

Therefore
PEOPLE PROCESS INFORMATION

Canon

Get in touch to find out SOS Systems can help you with your document management needs

Get in touch

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