



Go **Green** While Saving **Green**

Tammy Bower
PaperSave

Introduction



◆ Tammy Bower

- Account Manager
- More than 20 years experience



Agenda



- ◆ Brief PowerPoint
- ◆ Document Retrieval
- ◆ Document Acquisition Methods
- ◆ Electronic Workflow for Approvals
- ◆ Accessing Documents from Outside of GP via SharePoint
- ◆ Q & A



Did You Know?



- ◆ Average document gets **copied 19 times** in its life (PwC)
- ◆ Average worker goes through **10,000 sheets of paper** in a year (EPA)
- ◆ **36M acres** of forests are devastated each year
 - accounts for **20-25% of greenhouse gases** (Nature Conservancy)





ONE OF THE TOP WAYS TO GO

GREEN IS GOING

PAPERLESS





We can use technology to

change the way

we manage paper



Reduce Usage of Natural Resources!



Case Study – WS Packaging reduced paper usage by 40% after implementing PaperSave.



Recycle



Eliminate your filing cabinets and recycle the paper.

Case Study - WS Packaging eliminated 55 filing cabinets within the 1st six months of using PaperSave



\$\$\$ Impact



- ◆ Save 20-30% of day spent filing, searching, retrieving
- ◆ Decreases paper waste
- ◆ Reduces costs toner (printer and copier) costs
- ◆ Reduces distribution costs (postage, courier, packaging)
- ◆ Reduces energy costs (fuel, electricity, etc.)

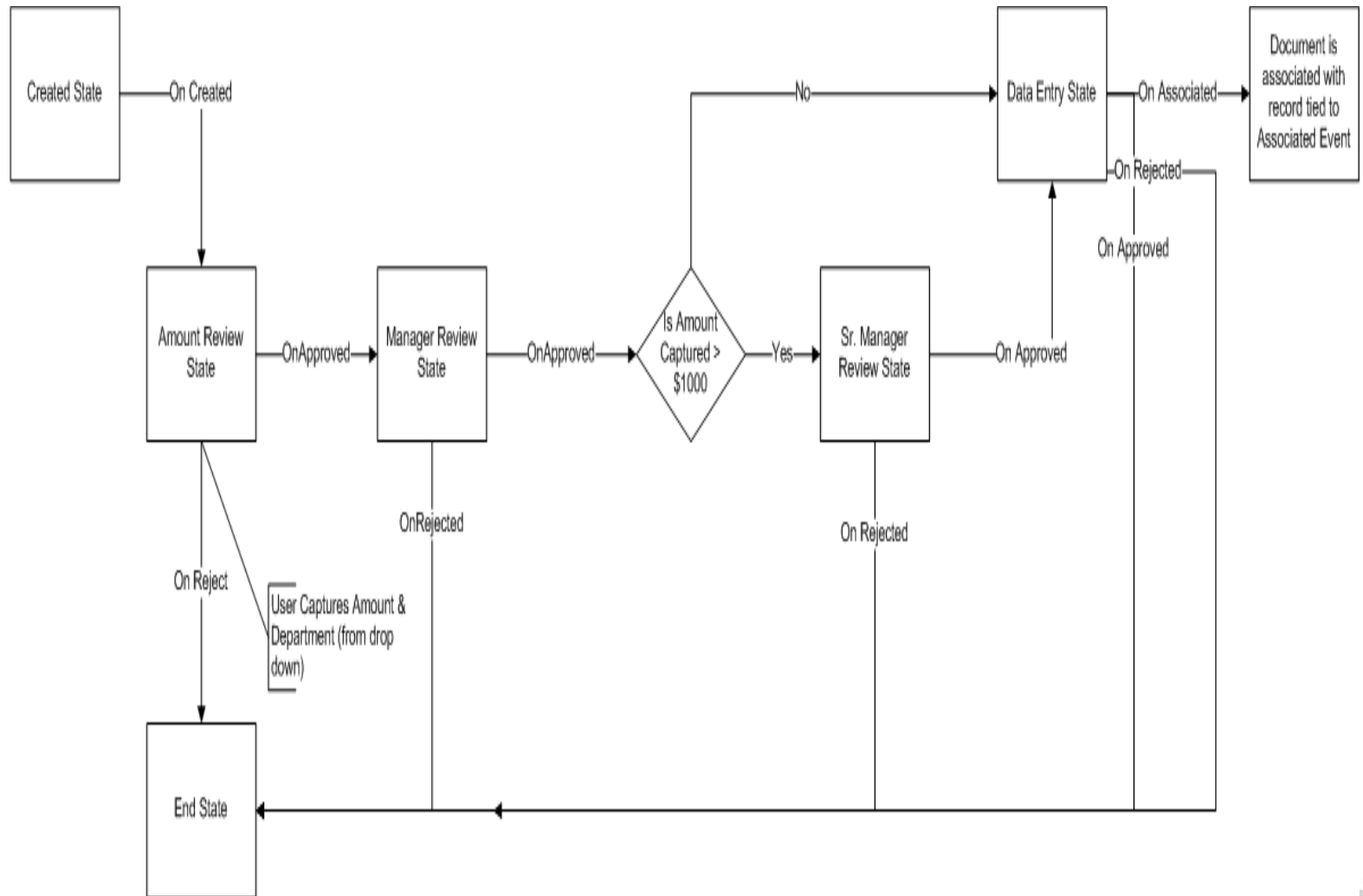


Comprehensive Capture Methods



Comprehensive Workflow

- Created State
Possible Events =
OnCreated
- End State Possible
Events = NONE
- All Other States
Possible Events =
OnApproved,
OnRejected,
OnAssociated



Sources



- ◆ www.zerofootprint.com
- ◆ www.aiim.org
- ◆ www.natureconservancy.com
- ◆ www.nrdc.org





Next Dynamics GP Webinar

- ◆ Audit Trails and Electronic Signatures for Dynamics GP
- ◆ Day: February 17, 2010
- ◆ Register at:

www.bkdtechnologies.com/attend



Contact Information

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