



A STUDY ON E-DEVELOPMENT OF PAPERLESS MANAGEMENT

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Abstract

This paper explores the inference of paperless office environment and the realities of the organizations face in their attempts to go paperless, many industries that have or are currently attempting to go paperless. Many organizations are on the top edge of a completely digital environment.

Information Technology continuously giving a great impact on the way humans subsists and work. The business world is one of the aspects of life that has experienced this occurrence. This technological advancement has contributed to the growing use of paper in the organizations which has had tremendous impact on the environment. However several new technologies have been developed to eliminate paper outright and at least to reduce the amount of paper in the office environment. The occurrence of paperless office has become desirable but it is a difficult objective to achieve.

The results of the study showed that stakeholder buy-in, availability and actual use of IT capital and paperless workplace implementation project leadership have a strong bearing on the success or otherwise of the execution of paperless office solution.

The research also confirms findings in the literature that enterprise rights management does not provide a direct paperless benefit but rather can serve as a security enhancement that allows electronic credentials to be protected from unauthorized access throughout the credentials lifecycle. This paper deals with impacts of global warming, industrial revolution, cost reducing, digitalization, transformation

Key Words: Organizational E-Transformation, Digital Technology, Transformation.

Introduction

Society facing a massive number of complications related to global warming, security of data, expenditure and energy consumption reductions. The usage of paper in office sectors is under pressure as it is one of the biggest consumers of energy, either directly for maintenance and security. It also largely contributes to the massive use of critical resources such as water, trees, cost, and manpower.

To overcome these issues paperless management is introduced. Paperless management is nothing but to store the data by using applications in an electronic devices/equipment's like as computers, scanners, iPad, pen drives instead of the paper. I.e. what we make a note on papers will be noticed in the electronic formats like as pdf, word, image formats by using the software applications and technologies. Particularly many organizations working to reduce the paper in firms to save the nature and they introduced several software and applications with free of cost and maintenance. And many organizations are providing the data security from the several hazards like as fire, theft, damage. Moreover some welfare associations also conducting the awareness programs on the usage of Paperless management.

In addition, one of the most popular sectors is educational sector. All over the world 80% of schools, colleges and educational institutions are using the digitalization instead of paper in teaching, examination, seminar fields. The recent survey shows that, in all over the Japan school children's/students are using the tablets to reduce energy consumption by carrying the large number of text books and note books.

Hospitals, Banking, Insurance, and Billings like as many more sectors are reducing the usage of paper in their premises

Objectives of the Study

- To identify the importance and advantages of the paperless Management
- To find the drawbacks problems in paperless Management
- To suggest general best practices and guidelines for implementing paperless office

Research Methodology

The study is based on secondary data collected through online articles, web pages, Journals, E-news, Journal Reports.



Review of Literature

The term paperless office evokes images of an office without paper documents; however in reality, a paperless environment closely resembles an office utilizing integrated information systems with multiple software tools to reduce paper consumption and improve efficiency in retrieving electronic documents (Deskman & Davis, 2012, p. 115). Paperless environments increase office productivity and collaboration due to the ease of sharing and retrieving digital documents (Welsh, 2007, p. 11). Additionally, mobile devices used in conjunction with digital documents allow users to conduct paperless meetings. Meetings conducted with mobile devices allow meeting attendees to view agendas and handouts without the need to print or copy paper documents (Brusco, 2011, p. 15).

The paperless trend has also extended to services offered by companies to their customers. For example, major institutions are offering their clients the convenience of mobile applications and the option to receive electronic invoices. Kissell (2013) states, "it's increasingly rare to find banks, utilities, and other services that do not offer paperless billing and payment" (p. 76). Some institution such as banks has gone further by offering their mobile applications to their clients for electronic billing, and electronic payment and to enjoy the convenience of performing tasks such as transferring funds, paying bills, and checking account balances from anywhere regardless of time and place (Ebben, 2013, p. 12). Furthermore, electronic payments have reduced the security risks that were linked with traditional methods of payments such as cash and checks.

The problems with paper payments were that cash could be fake and signatures could be forged on checks (Aigbe & SMBS PAPERLESS IMPLEMENTATION 9 Akpajaro, 2014, p. 10). Therefore, organizations that utilize electronic payments eliminate these issues. While technology ropes the move to paperless business practices, not all organizations can afford the IT infrastructure necessary to make the transition. A small and medium-sized business (SMB) often lacks the property and IT infrastructure to quickly increase server performance and/or expand storage capacity (Wang, 2013, p. 1241), both of which are required for the internal computing infrastructure needed for effective digital storage and recovery of documents (Arinze & Anadarajan, 2010, p. 59). Therefore, finding other means to stay competitive.

Cloud computing is one of the mediums that an SMB can take to instantly growing its IT infrastructure. Wang (2013) defines cloud computing as "Internet-based computing, whereby shared resources, software and information are provided to computers and other devices" (p. 1241). Additionally, cloud computing, specifically cloud storage, allows end-users to store and recover files from any place and time on any device that has Internet access (Li, Jin, Xu, Wilson, Liu, Cheng, Liu, Dai, & Zhang, 2014, p. 115). For SMBs that are interested in moving to electronic storage and recovery of documents, cloud computing offers a cost effective means of making the change (Arinze et al., 2010, p. 61)

Major Advantages of Paperless Management

- Environment.
- Maintenance Cost.
- Storage space.
- Security.
- Easy to access, transfer & Carry.

Environment is most precious element around the universe. We have responsibility to keep it as clean and non-polluted. Paperless management made by the electronically. Here data will be stored in the several formats based on the priority. Here we no need to write anything by using the pen/pencil/sketch on paper.

Here we will get an electronic document on that simply we need to type/scan it and store it in proper manner and we need to note down where we stored the document/file name, and document/file format. If we use this E-documents/files automatically maximum paper usage will be reduced. By reducing the usage of paper obviously we are helping to keep our environment clean and green some extend.

One of the popular aspects about the paper is maintenance. To maintain the paper in a documents format is too expensive and a huge number of organizations is spending a lot of money to keep them safe and clean. Once we habituate to use the paperless management the maintenance cost will reduce. For example, Set of documents is there in a firm which is confidential and crucial information to maintain those documents. For that we need to keep it in proper manner and we need to apply some sprays to avoid the attack of flies for this we need to spend a lot of money. Even though there is some assurance about the document is it safe from the house flies, book worms. Instead of this If we use the e-paper with a high secured password and it is less expensive. There is no chance to theft the data and if any damage occurred of data always back up will be there to recover.



The second most popular thing is space for storing the document. Paper will take huge space to store and we need to look about the damage of paper when they older and the paper life time also less. If we want to store a 100 documents we need at least two shelves, it takes large space and if we want any document urgent we need to look for two shelves and it is not secured. To over come this paperless management is implementing in several oraganizations. It is easy to store, it will take less space to store, easy to find out and with high security.

The arguments for tossing the piles of paper are strong. By eliminating paper in file cabinets, for example, a company can create more room and reduce off-site storage costs. Through exchanging information electronically with vendors and clients, a business can make the information quickly accessible -- and on the other hand more private and secure the use of encryption, passwords and other security measures. For some businesses -- like healthcare industry, which are governed by the Health Insurance Portability and Privacy Act (HIPAA) -- paperless records may be a regulatory requirement.

Electronic Faxing: By electronic faxing, a company no longer needs paper-using fax machines. Incoming faxes are converted to digital descriptions and sent to individual e-mail boxes. Similarly, credentials created on the desktop can be sent to a fax machine via e-mail or the Web. Faxing also is more safe because paper copies cannot be lost or left on a fax machine for everyone to see.

Security Solutions: While electronic credentials provide a level of safety beyond paper on their own, many may want to go beyond the safety offered as part of a document management solution. In choosing a safety solution, one should consider the three main points of security:

1. Does it provide confidentiality by defending against illegal entry?
2. Does it have consistency in that data within the device cannot be changed?
3. And does it limit availability by required approval before the database can be used?

As technology advances, other solutions to the paper problem will certainly emerge. One in development is Xerox Corp.'s electronic paper, which allows notations on thin digital displays with a stylus. The notations can either be erased or saved digitally. Another, Anoto Group's intelligent paper, also allows notations with a stylus, but with a magnetic ink. The notations appear on the paper and at the same time on a computer screen.

Drawbacks of Paperless Management

The process of going paperless can be daunting. There are the costs of new equipment and software to consider, as well as that of converting paper records into electronic files. And there are decisions about how to make the move and when, how much existing paper to convert, how to handle paper that continues to flow in from vendors and customers, how to get employees onboard with the idea and trained in new systems, and how to simply keep doing business as usual during the conversion.

Add to that the fact that, no matter what, a company probably can't be completely paperless. Some papers -- like signed, sealed deeds and legally obligatory contracts, or paper minutes for audits and IRS tax filings -- need to exist in their original form for legal or financial reasons or, particularly in the financial services industry, to show authoritarian fulfillment.

Still, many companies agree that becoming paperless, or at least paper-less, are well worth the attempt. In this article, we'll get a closer look at how the company can move closer to paperless -- from possible steps in the transition process to the available technology. And also look particularly at document management and think about how can make home and office paperless.

Guidelines for Implementing Paperless Office

Based on recommendations from experts and companies who have gone through the process, here are some basic steps for the transition process.

1. Commit to going to a paperless office, and convince staff to go along with it by explaining the advantages for each of them individually, and as a group, and involving them in the process.
2. Checking existing computer hardware to make sure it's robust enough to handle added applications and file storage. Make sure to have a reliable backup system for all the files to be adding.
3. Analysis of the need and plan to accomplish.
4. Developing a transition plan and a timetable.
5. Starting up small with just a single department or area of our business so you can address any problems before broadening the scope.
6. Research on the available tools to help (document management systems, electronic faxing, scanners, data backup systems, security systems, document conversion companies, process consultants).



7. Selecting and arrangement of the tools planned to use. For software, consider fit with your needs, ease of use and implementation, cost, and integration with your existing systems. And don't neglect backup needs to keep electronic data from being lost.
8. Do a small test project; make any needed changes; and then move to the transition in the first department.
9. Developing a plan for ongoing company-wide use. Include a document storage plan for employees with specific guidelines.
10. Gradually taking paperless transition through the company.

Conclusion

We all know that “time is money”, but it is still less expensive than real estate. An expanding business can fit more workers into space once occupied by filing cabinets and record rooms. Plus, electronic records are easier to search and retrieve. A Paperless office can reduce costs for both businesses and governments and facilitate transactions between administrations, management, suppliers and customers. This work has created a little awareness and promotes the idea that the concept of Paperless office is a reality. Still, many companies will agree that becoming paperless, or at least paper-less, is well worth the effort. The incorporation of technology is not bad, nor counterproductive, simply conforming specific criteria, and supports the needs of the organization obeying a structured implementation plan. With each technological advance, the information and the workload is multiplied, the digital revolution is beneficial for the industry and the people in general and for the role, in particular. At first glance, it seems that paper consumption can be reduced radically, thanks to technology

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