Ending Your Meetings Right

Your meetings should produce results, not just small talk. If your meetings seem unproductive, utilize these tips to ensure your meetings have follow-through.

Ask for alignment: Ask, "Is everyone OK with where we ended up?" This is a simple step and will bring any questions or concerns to the forefront, making sure everyone understands what was discussed and the direction the team will be taking.

Confirm next steps: Too often meetings end without clear direction regarding what each person will do going forward. Verbally state—and also include in meeting minutes—what needs to be accomplished before the next meeting. This includes specific projects, commitments, deadlines, and follow-up items.

Follow through via email: Send meeting minutes or action items to everyone in attendance to ensure accountability. This way people have a convenient reminder regarding what they need to do, and there's no confusion at the next meeting.

Give recognition: Give credit to anyone who went above and beyond or gave valuable insight. This will inspire others on your team to work harder.

How to Overcome Productivity Pains

Between smartphones, the internet, and office gossip, there is no shortage of distractions in the office. Here are some tips to keep you focused and productive throughout the work day.

- **Schedule breaks.** It's important to take a few breaks during the day to stretch your legs and recharge your mental batteries. Just make sure breaks have defined times to begin and end.
- **Decorate right.** Research shows that white walls are a productivity killer. Paint your office in an appealing color, like a shade of blue or green, to spark creativity and innovation, or add in a few plants or art pieces.
- **Encourage accountability.** It's all too common for a day's to-do list to go unfinished. Some businesses have started asking employees to write their main goals for the day on a whiteboard, or on a shared document.
- **Cluster productivity.** If an employee is having a tough time staying focused, temporarily relocate them to work near a particularly productive employee. Productivity is contagious.

When Is a Wide Format Printer Right for Your Business?

When you are constantly at the print shop.
If your business prints a lot of wide format materials—posters, banners, signs, etc.—it could benefit you to bring wide format printing in-house. Instead of constantly explaining what you need to a print shop, you can do it yourself and get the results you want.

When you want to save time and money.
Having a wide format printer in-house allows businesses to cut down on the print work that you currently outsource. This saves costs, since you won't have to pay inflated prices at print shops anymore.

When you want professional quality.
Wide format printers are designed to give you exceptional image quality. Graphics come out well defined, and photos are brilliant and clear.

HR Automation Software Offers Complete Employee Management Control - Focus on People, Not Paper

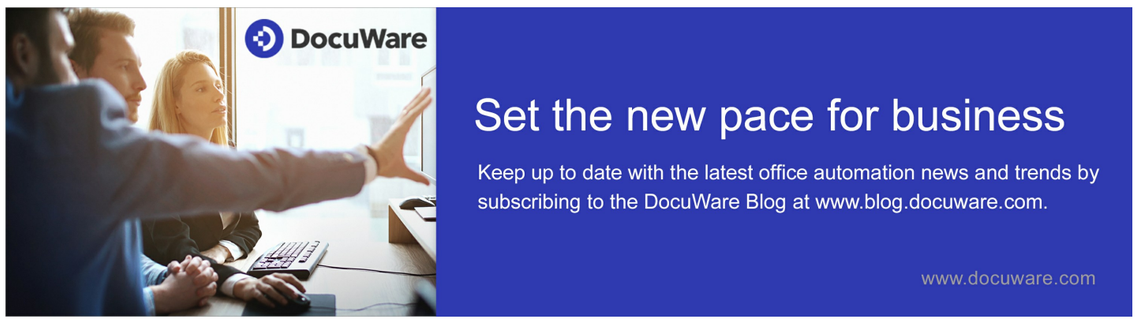
The average human resources department maintains a high volume of paper. From onboarding to retirement, whether it's keeping sensitive employee records safe and secure, or updating the company handbook and ensuring employees have read it, HR is paper intensive and carries its own set of potential workflow inefficiencies.

With an autonomous document management software, transforming outdated paper-based processes to digital HR workflows is seamless and gives managers the tools to increase productivity and focus more time on fostering business growth and talent. It's not just about payroll software; it's now possible to achieve complete employee management control with an easy-to-use HR process automation solution.

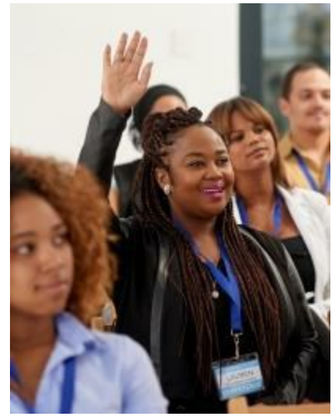
Picture a perfect world scenario…and then experience it for yourself:

- **Onboarding with a single-entry form:** New employees complete just one digital form which will populate in related fields throughout a series of documents. Furthermore, integration tools ensure the form integrates with your company web portal or intranet for easy access.
- **Security compliance:** Employee file management keeps data stored correctly and securely, helping to comply with privacy laws.
- **Policies and procedures:** When HR pushes out new policies and procedures, automation software makes distribution easier and provides an audit trail for correct distribution. Electronic forms make obtaining employee sign-off faster, easier and cost-efficient.
- **Recruiting:** Resumes sent via email may be extracted automatically and stored in a searchable database. Automatic resume extraction enables HR managers to create their own database of candidates that is searchable by topics and keywords. Setting up hiring approvals electronically makes the process consistent and repeatable while creating an audit trail of all hiring activities.

Ready to take your department's productivity to the next level? Get a preview of HR automation in action. Click here to register for the free webinar on September 25.



DocuWare User Conference 2018 – Registration is Now Open



Get ready to set the new pace for business. DocuWare User Conference 2018 will take place at the Hilton at Penn's Landing in Philadelphia, PA on December 3-5. Be part of the DocuWare community.

Top 5 reasons to pack your bags and join us in Philly:

- Sharpen skills and stay up-to-date in a fun and interactive environment
- Learn from experts on the latest content management technology
- Engage one-on-one with DocuWare product and support staff
- Elevate your brand as a digital-first leader in your industry
- Build personal relationships with industry professionals

Click here for conference details and to register.

September 21 is the Early Bird Special registration deadline.
November 1 is the registration and discounted hotel rate deadline.

4 Reasons to Go from Redundant Paper Forms to Simple Web Form Management

1. Eliminate duplicate paperwork: Eliminate manual document maintenance by easily condensing a 50-page paper application to a simple web form that populates data across multiple forms. Set up web forms with no need for programming or IT.

2. Automate key recurring processes: Combine web forms with digital workflows, where each filled-in form automatically triggers the next step in a process. Enhance productivity by freeing up more time for value-driven work. Reduce manual errors to produce high quality data.

3. Create a searchable database: Give the corporate office immediate access to all records, regardless of location. With quick access to all information, customer service can help customers faster than ever. Digital forms are mobile optimized so you can grow without adding additional staff.

4. Improve security and compliance: Eliminate lost or misplaced forms. No more outdated documents will be floating around. You'll confidently comply with mandates like HIPAA or SOX and improve response time for audit document requests.

Witness the power of them in action: click here to see a short demo.

Case Study – Transportation Company Expedites Accounting Processes with Flexible, Digital Workflows

The Salmon Companies, a transportation partner of the United States Postal Service, embraced DocuWare to optimize its business and accounting workflows once it acquired a company who had been using DocuWare already. Salmon Companies was able to easily assess how DocuWare could close the gaps in their previous inefficient workflows. They process more than 15,000 documents a month and need to adhere to the strict document regulations of the government, which they can now do seamlessly with DocuWare.

DocuWare Benefits:
- Higher employee productivity
- Successfully meet government regulations
- Lowered document storage and processing costs
- Eliminated filing errors
- Expanded use to Human Resources and Safety departments to store confidential information

Click here to learn more.

How to Win the Name Game

Consistently remembering names can be a beneficial way for you to distinguish yourself from other business connections. Next time you need to remember a name, give these tips a try.

- **Ask again.** Just be honest. If you can't remember someone's name after being introduced, ask for it again. If it's a unique name or one you don't recognize, ask its origin or how it's spelled so you can write it down later.

- **Use it immediately.** "It's a pleasure to meet you, Trisha," or, "Thanks for coming, Don." Work the name into casual conversation once or twice to help it stick in your mind. Just don't overdo it.

- **Get it in writing.** Ask for their business card, or if they can share their digital contact with you. Add some notes to remind you of where you met, or other important details about the connection.

- **Connect the name.** It can be silly or practical, but use something familiar to help connect the person's name to something you can easily remember. Whether it's "Suzy sells seashells," or "George of the Jungle," pick something that works for you.

Hot Products

Product Not Available

Please add a product

Product Not Available

Please add a product

DocuWare Cloud Version 7 & DocuWare Kinetic Solution for Employee Management

DocuWare Cloud Version 7 is now available. This version introduces DocuWare Kinetic Solutions: cloud-based, preconfigured workflows for common business processes. DocuWare Kinetic Solution for Employee Management digitizes, centralizes and organizes employees' HR documents within a secure, searchable repository. HR teams can use ready-to-go digital workflows and forms for applicant tracking, hiring, onboarding, performance reviews and time-off request management.

Overall, in addition to new Active Directory support and handling of more simultaneous users, the DocuWare Cloud Version 7 interface is faster. Searches are quicker by 50 percent, archiving by 35 percent, data indexing by 75 percent, and a new workflow engine provides more rapid, reliable workflow processing. The version also includes enhanced information capture. This includes automated indexing upfront for more precise information processing in downstream workflows. DocuWare Forms was updated with flexible layout options, progressive input displays, and improved field validation. Connect to Outlook now uses intelligent archiving to avoid duplicate entries.