



How to extend the 'city limits' of your enterprise. Take your information management system from sprawled to synchronised.

Considering the sheer number of users and applications that input and output data on a daily basis, it's no wonder a fair amount of time is spent trying to streamline processes. But in your efforts to simplify operations and manage the ebb and flow of your content, have you done more harm than good?

Some organisations aim to make quick fixes by filling their portfolios with duplicative and overlapping applications and technologies. Others spin their wheels trying to find the most efficient ways to use current applications. Whether these issues are inherited, or a result of inadvertent missteps, it's crucial to take action before matters get worse.

You can start by reimagining your enterprise IT strategy. By breaking the boundaries of your existing systems, and integrating future-proof solutions into your workflow, you can reverse IT sprawl and actually increase efficiencies, all while giving your workforce easy access to critical content.

Forrester Research conducted a survey that found 45 percent of U.S. and EU enterprises use 100 or more applications on a weekly basis to manage critical business information.

Optimise existing applications.

As tech professionals, we've all been there. Business users continue to demand convenience, functionality and accessibility. While applications and software can help provide the right solutions for your organisation, they also have to complement your existing platform. Instead of adding another solution to the mix, first consider leveraging and optimising your current enterprise content management (ECM) system and other software applications to work the way you need them to. Find a vendor that offers a dedicated content management solution that's secure – operating with accredited and certified servers – and equipped with the backup required to keep your organisation running smoothly in the event of unexpected downtime.

Ground your efforts in an information management strategy.

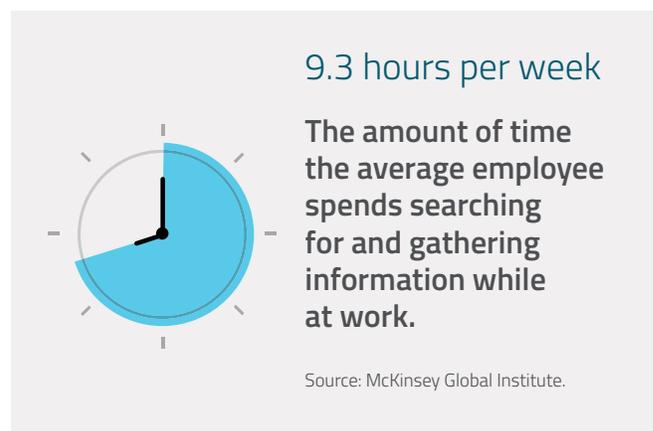
If you aren't careful, adding cutting-edge technologies such as cloud and mobile capabilities to your information management system could contribute to sprawl – especially if your current solutions fail in connecting users to critical content. To rein in the sprawl and expand the limits of your ECM system, you need to unify into a future-proof solution the way your information is accessed and managed. Instead of having niche applications running across your network and working under individual silos, develop one overall strategy that encompasses individual components and "symphonises" them across your entire enterprise – today and in the years ahead.

Take advantage of your ECM system.

Choosing an ECM system that functions as the central point of contact for your varying applications enables your organisation to create a flexible, extendable platform that manages enterprise information in a single platform.

Here are the benefits of using an ECM system as an enterprise information hub:

- **Captures** your organisation's content in one location
- **Automates** workflow processes
- **Provides** easy access to information from your desktop computer or mobile device
- **Integrates** with existing business applications to extend their value
- **Securely stores and backs up** structured and unstructured data
- **Supports organisation goals** such as reducing operating costs and improving productivity
- **Updates** data in real time across all applications
- **Enables** collaboration and connectivity through mobile and cloud-based technologies



Consider investing in a secured information management platform, such as OnBase, that's configurable, scalable and upgradable to adapt to your evolving needs. OnBase is a long-term solution, with cloud, mobile and integration capabilities, that provides users access to the critical content they need from a centralised information hub – anywhere and anytime they need it. It also saves time and reduces costs with automated workflows that eliminate manual data entry and route documents to the appropriate people and through the proper channels. Like an urban planner anticipating traffic patterns in peak periods and designing roadways and city centres accordingly, a single platform can balance these demands and automate tasks during periods of increased demand.

When it comes to managing your enterprise's information and avoiding sprawl, it helps to think like an urban planner.

To learn more, read the white paper, **"Failing to plan is planning to sprawl."**

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