Mi-Co *putting handwriting to work*

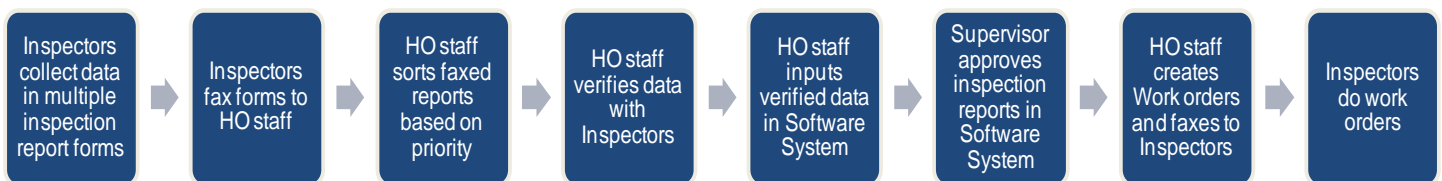# Drastically Reduce Paper-Related Costs with *Mi-Forms*

For organizations utilizing paper-intensive data collection processes, there are a number of frequently overlooked direct and indirect costs associated with the traditional paper based system. Typically, businesses of all sizes have humbly accepted paper pains as a necessary evil and failed to consider how paper processes hinder employee productivity, resulting in recurring overhead expenses.

A Single Sheet Can Cost a Lot!

You might be surprised with how much cost traces back to one single piece of paper. Analyze the paper trail and you will see that the cost is not just the paper itself and the ink used on it, but rather an entire web of expense lines that could have been avoided, or significantly minimized at the very least. Below is an example of a standard process by a manufacturer for their site inspection workflow.

Site Inspection Workflow

Inspectors collect data in multiple inspection report forms → Inspectors fax forms to HO staff → HO staff sorts faxed reports based on priority → HO staff verifies data with Inspectors → HO staff inputs verified data in Software System → Supervisor approves inspection reports in Software System → HO staff creates Work orders and faxes to Inspectors → Inspectors do work orders

From the sample site inspection workflow above, you can already see that a one-page form generates at least additional two paper forms through faxing (just imagine if it were a multi-page form!).   Considering cost, paper and ink are just the tip of the iceberg. In this example, time and overhead would be the main cost contributors, while errors in the transcription process affect the flow of information considerably too.

Time is money, and in this process, you can imagine just how much time is spent for faxing, verifying data, and re-inputting information.   Moreover, as a result of the long approval process, work orders take time to be deployed. This means revenue streams undergo lag times, as well as assets, who are not fully utilized. Inspectors end up waiting a long time before they can take action.

In a study done by the Gartner Group, over *95% of all businesses store information on paper*, *25% misplace of lose their documents*, and due to the volume of data, the amount of unstructured information increases as much as 200% each year.

Advanced Processing Imaging, Inc. (APII) analyzed Neighborly Care Network's cost structure. APII found out that the network spends $150,000 per year on labor, paper, equipment, and material costs. With a $60,000 investment on an electronic data capture solution, the network could save as much as $113,000 per year. Savings will come from faster data capture, faster retrieval, and savings on other paper-related costs such as producing copies, faxes, equipment maintenance, and more. Due to this *shift from paper to digital ink*, the Neighborly Care Network would *reduce costs and improve efficiency by an impressive 75%!*

To Learn More about Mi-Forms, please visit:
 www.mi-corporation.com

The Resolve

Rather than unnecessarily incurring a host of paper-related overhead costs and wasting valuable labor hours on time-consuming manual data entry tasks, why not consider a mobile electronic data collection and delivery solution from Mi-Co that can liberate your organization from paper costs and inefficiencies?

By adopting an electronic point-of-contact data collection system, paper use will be limited to a minimum (if not eliminated completely) in specific workflows. More importantly, significant cost savings will be achieved due to a more efficient and effective workflow. The following is an example that shows how using Mi-Forms generated savings and substantially improved an long established process.
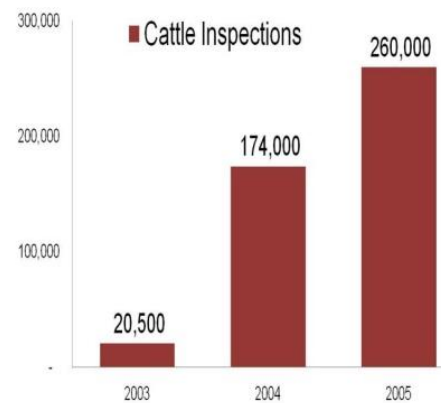
USDA United States Department of Agriculture

USDA Animal Inspection Division cuts annual direct paper costs by $639,600 and increases inspections by 759%

The U.S. Department of Agriculture Animal Inspection Division is a Mi-Forms customer that not only substantially reduced its direct paper expenditures but also improved employee productivity with Mi-Co's best-of-breed mobile data capture software.

With the emergence of mad cow disease in 2003, officials at the United States Department of Agriculture decided to re-engineer its animal disease inspection process to deal with the increasing health threat. After doing away with its inefficient and time-consuming paper based inspection process, the USDA deployed 90 tablet PCs running Mi-Co's proven Mi-Forms mobile data collection solution.

The Mi-Forms software allowed inspectors to maintain a familiar pen-based process and immediately deliver inspection results to a back-end Oracle 10g database. This new paperless system not only made it possible for inspectors to make real-time decisions in the field based on information lookups, but also allowed for enormous savings in time and direct paper related costs. The chart on the right captures the agency's staggering reduction in paper expense:

Number of Inspections	Total Paper Printed @$.06 each*	Total Paper Copied @ $.04**	Total Paper Produced	Total Paper Cost Savings from Mi-Co Solution
260,000	780,000	14,820,000	15,600,000	$639,600

*3 pages per inspection
**Typical document is copied 19 times(Yankee Group)

Beyond the easily quantifiable reduction in direct paper costs, the paperless system deployed by the USDA also made it possible for the Animal Inspection Division to increase its number of cattle inspections from 20,543 in 2003 to 174,468 (a staggering 700% increase!) with similar labor resources and reduce errors considerably, amongst many more benefits. With the Mi-Forms based paperless data collection system, the USDA was able to simultaneously eliminate a massive recurring overhead expense and effectively streamline a critical business function.

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