



Remote Work Collaboration with DMS

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Changing Work Environment

With more and more companies turning to remote or hybrid work in the post-COVID world, it only makes sense that technology follows suit and elevates the virtual working experience. Explore Mindwrap and what a DMS has to offer companies entering the remote and hybrid workspaces.

Under 10 percent of employees cited COVID as the sole reason for working remotely, according to [The Bureau of Labor Statistics](#). However, according to [Gallup](#), approximately 45 percent of full-time employees in the United States either work partially or fully remote. The Gallup report found that 67 percent of white-collar job employees reported working partially remote or fully remote. Gallup also found that jobs that require face-to-face interactions, such as healthcare and education, reported lower levels of working virtually part or full time.

Resistance to Returning to the Office

Gallup also reported that “91 percent of workers in the U.S. working at least some of their hours remotely are hoping their ability to work at home persists after the pandemic.” With remote work not going anywhere in today’s society, companies are forced to adjust. Gallup also found that “54 percent of employees who work remotely at least some of the time say they would ideally like to split their time between working at home and in the office -- a hybrid arrangement. A little over a third (37 percent) would like to work from home exclusively, while 9 percent want to return to the office full time.” Employees are citing many perks to working remotely as their main push for work environment change.

Employees are finding new benefits of remote working, such as time saving due to lack of commuting. As gas prices continue to soar, reducing the amount of driving benefits employees' pockets. Working remotely also creates flexibility in employees' lives and allows them to balance personal and professional obligations easier. Employees responded to Gallup's survey saying they were experiencing improved productivity and wellbeing due to remote work. Approximately three in ten employees also stated that they were very likely to look for work elsewhere if their employers eliminated the option to work from home.

Benefits of Using a DMS for Remote Work

A DMS allows you to collaborate from anywhere in the world, regardless of physical location. It also allows you to reduce the email threads with remote access and file editing virtually from anywhere your employees choose to work. Keep employees and teams connected through a DMS while reducing roadblocks and issues accessing documents and communicating with others.

Organize all data and documents into one secure, indexed database to prevent employees from losing crucial information. Eliminate the stress of managing paper or digital documents while working remotely or in a hybrid situation. Reduce the risk of mismanaging or misplacing important documents. A DMS streamlines document storage, indexing, retrieval, and sharing. Digital documents stored in a secure, virtual database allows you to easily access and distribute contracts, forms, and other crucial documents your company depends on. With custom tailored tools to fit your business's needs, feel confident that your DMS is there to improve your business's practices and efficiency.

Employees can manage digitally signed contracts and send them over to teammates across the globe. Upload and manage any type of files

to a DMS utilizing collaboration and automated workflow tools. Set up custom security permissions to prevent curious eyes from seeing documents they are not supposed to see. Feel confident in user-based access so interns and the CEO do not have the same access permissions.

Optix has [workflow automation capabilities](#) that can elevate and alleviate the document management process. With a fine-tuned document management system, workflows can be set up to ensure that your custom business rules and logic are functioning properly. This ensures an organized flow of communication, information, compliance, and documentation.

Smooth out the process of approvals, reviews, and transfer of documents between employees with the right document management system. Custom automated workflows tailored to your business's needs is the best way to implement a strong digital flow within your company with easy upkeep. Workflows can automatically send invoices to managers for their approval upon completion. Automation can reduce the hassle of manually following up with colleagues to ensure they have completed their part of the document. Customization creates efficient workflows, which ultimately results in efficient business processes. Optix is built specifically to custom fit your company's needs with stress-free configuration.

For more information on how a DMS can maintain document processes, please visit our [How to Maintain Document Processes While Working Remotely](#) blog.

Get Started Today!

A DMS is so powerful and transformative for your business in the world of remote work. It is crucial for remote and hybrid work success for your company. Implementing a DMS has great potential to optimize

remote work. Mindwrap can help you determine which system suits your business's needs.

We have industry-leading experts to help you get that conversation started and get your company moving forward in the right direction. [Contact us](#) today to get started.