

## MOSSGROVES – A Dream ‘Less-Paper’ Office?



**Maybe not paper-less, but very much ‘less-paper’, all thanks to the use of DocuSoft secure electronic document and records management software and a positive ‘let’s do it’ attitude of the Partners and Team.**

Says John Wells, Mossgroves Partner, “We started some years ago to work towards a



less paper working environment. Our first electronic document filing system we used called Adest helped us get the process underway, but it was cumbersome in some areas and a little costly too. We were introduced to DocuSoft through a contact of our Technical Director Keith Vale. We were happy with what we saw and working with the DocuSoft technical team we were able to convert our stored documents from Adest to the DocuSoft system. We probably have about a quarter of a million scanned page images now stored in DocuSoft.

The process we have adopted has proven practical and effective. Most incoming documents get scanned on arrival and a green dot from a highlighter pen is applied top right so we know it has been scanned. For the most part originals are then passed to the relevant team member for review and appropriate action. Once done, papers then go to an area for shredding after three months or returned to the client. We generally wait until we have 20 bags of shredded paper then call the recycling service (a commercial company which sends a lorry) to collect from us.

“We got rid of our last filing cabinet in 2007 and have since re-organised and decorated the office. The result has been very pleasing. We have an attractive working environment for both our team and visiting clients. The amount of photocopying has dropped dramatically so we are now a much ‘greener’ firm. The use of DocuSoft software has allowed us to work productively in accessing and handling client incoming and outgoing correspondence and enquiries. I would say to anyone that the effort of making a switch to a less-paper working environment is very rewarding once you have everything underway. Getting there has probably taken us about four and a half years, so it is not a quick-fix. But as you can see from the photographs taken, we now have a very enjoyable and efficient working environment.”



### About Mossgroves:

Mossgroves specialise in giving practical advice to owner-managed businesses. Based in offices in Bagshot and conveniently located to junction 3 of the M3, cutting edge services are offered that not only focus on personal and business goals, but also help to achieve them. Mossgroves work to identify the key performance drivers in a business and provide regular action plans to help improve business results. Mossgroves LLP is a limited liability partnership registered in England and Wales with registered number OC318401. It is registered to carry out audit work and regulated for a range of business activities by the Institute of Chartered Accountants in England and Wales. For more information on Mossgroves business consultancy, business systems and accountancy services contact John Wells, Partner, on 01276 476 733 or email [info@mossgroves.com](mailto:info@mossgroves.com).

### About DocuSoft:

Business-Work-Ware Ltd trading as **DocuSoft**® is an independent British software house based near Surbiton in Surrey, UK. It has accountancy and IP firm clients throughout the UK. A finalist in the ‘paperless office’ category two years running (2007 and 2008) Business Software Satisfaction Awards run jointly by AccountingWeb and BASDA. The company’s latest software release is now fully ICAEW Accredited. A well respected ICAEW IT Faculty member describes DocuSoft as having ‘the best user interface...’, whilst John Stokdyk, Technical Editor at AccountingWeb describes DocuSoft as ‘the choice for professionals’.

For more information on the DocuSoft system or to arrange a presentation simply send an e-mail to: [info@docusoft.net](mailto:info@docusoft.net) or visit [www.docusoft.net](http://www.docusoft.net) and submit a request or phone **020 8339 6124**.

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