

In This Issue: Reducing reliance on information stored on paper  
Updates on ELNs and Archiving.

eOrganizedWorld  
the Online Information Management Newsletter  
for Information Professionals  
from Charlie Sodano

### **Reducing reliance on information stored on paper**

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It would be interesting to run a survey to find out how much time is spent by people in organizations reading information on paper versus computer monitors. Of course this will vary greatly depending on job requirements. Legal and governmental entities for example generally shuffle more paper, mostly because "we've always done it this way". Communication workers and publishers probably look at electronic information most of their day.

What are the barriers to going all electronic? There are a dwindling number of records that are still legally required to be on paper. So other than this and "we've always done it this way" what are the barriers to reducing paper information.

To answer this we simply have to look at our (for this discussion it will be **my**) motivations for printing information in order to read and store it. During a normal working day, I have 4-5 applications running simultaneously (email, Microsoft Word and Excel, several internet browser tabs). I will generally read most items up to 3 pages (screens) long on screen. Longer or more complex documents will be printed and usually read later then destroyed/recycled. An electronic copy of relevant information is saved and stored in an appropriate archive location. A number of my to-dos are printed and left on my desk to remind me to actually do them and supply reference or supporting information like web address, phone number and supporting information. I keep paper folders with to-dos and reference materials on my desk.

How could I change my business processes to reduce the amount of paper? After doing some in depth research and analysis, and speaking with associates, here's my personal plan. It does require some money (\$1,000 - \$2,000) and I'm sure some extra effort. However, the net gain in productivity should be 10 - 40% and the amount of paper will be decreased substantially.

Purchase a duo or tri 20 inch screen monitor. Screen one will be used for to dos and reference materials; screen two for the usual work routine. If you have a screen three, this would be used for reading or supporting your work processes.

Here's the results of one recent study that caught my interest. There are several others reporting similar finds.

Researchers at the University of Utah tested how quickly people performed tasks like editing a document and copying numbers between spreadsheets while using three different computer configurations:

1. single 18-inch monitor
2. single 24-inch monitor
3. two 20-inch monitors

Here's what they found:

- People using the 24-inch screen completed the tasks 52% faster than people who used the 18-inch monitor
- People who used the two 20-inch monitors were 44% faster than those with the 18-inch ones.
- Productivity dropped off again when people used a 26-inch screen.

Bigger is not necessarily better. And two screens are definitely better than one.

Please pass on this EZine to those in your network.

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A link to the EZine is also found at [www-eorganizedworld.com](http://www-eorganizedworld.com)

Contact us ([consultants@eorganizedworld.com](mailto:consultants@eorganizedworld.com)) for additional information about getting your records management program started. We'll give you more free advice and explain how we can continue to work together.

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### **What's new?**

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#### **Records Management**

Paper-based record audits usually require that file storage boxes be pulled from their repositories so that the auditors can perform random samplings over a range of time and function. This is a normally cumbersome physical process that besides being time-consuming is also associated with document copying, missing-item searches and re-filing. Conversely electronic record-keeping is a streamlined process that avoids all of the problems of physical files. Once auditors are familiar with a solution's processes and are logged on, further participation by company personnel is rarely required.

**ZyLAB** announced that it has broadened its ZyIMAGE E-discovery and Production platform to include modules for allowing organizations to convert PST files into XML files, for identifying and segregating those files that are exact duplicates of one another, and for reducing a large document population to a smaller set according to a defined set of criteria. These three new modules enable organizations to audit and keep detailed records of their in-house e-discovery process to provide validation to the court that it was done properly.

#### **Archiving**

DocuLex announces the company's Archive Studio component WebSearch's ability to detect unauthorized or inappropriate email content, enabling organizations to control content of email crossing their server through the email archiving program's content filter. This feature enables key words and phrases determined to be unauthorized or inappropriate to be identified, and the organization's authorities to be notified with questionable email isolated for review and applicable action.

## **ELN / LIMS**

The Department of Chemistry at the University of Cambridge has selected IDBS' E-WorkBook as its Chemistry Electronic Laboratory Notebook, and the two organizations have begun a collaborative R&D initiative, which will provide both organizations with significant cheminformatics assets and opportunities.

Entering sample tables and tasks into analysis instruments and automated pipetting systems takes its time and is error-prone. In addition, the larger the number of samples the more difficult it becomes to oversee the various samples that are being processed concomitantly.

Manz Automation AG's Workflow Manager is a laboratory control software solution that takes over these tasks. Processes can be flexibly configured and linked to the sample data. The Workflow Manager controls the generated tasks across all connected instruments.

Symyx Technologies, Inc. announced the signing of a partnership with Thermo Fisher Scientific, Inc. The partnership will focus on delivering to scientists improved workflows meeting their experiment documentation, decision support, and laboratory information management system (LIMS) needs. Symyx and Thermo Fisher Scientific will work closely to integrate applications, and Thermo Fisher will market and sell Symyx Notebook and Symyx Isentris® decision support software with Thermo Scientific industry-leading LIMS across the world.

LABTrack LLC introduced version 4 of its Electronic Lab Notebook software. This new version incorporates many improvements and new features.

Systat Software, a subsidiary of Cranes Software has entered into an agreement with Rescentris to globally offer SigmaCERF. SigmaCERF is a 'joint product' which is essentially an 'Electronic Lab Notebook' (ELN) and knowledge management platform for life science research organizations. Rescentris provides CERF electronic laboratory notebook and scientific content management software solutions while Systat provides specialized scientific software products and services for the areas like environmental sciences, life sciences and behavioral sciences. SigmaCERF is a cross-platform, highly scalable, and 21CFR11-compliant solution.

Contur Software announced the launch of a high-end electronic laboratory notebook system available as an online service. The service, called iLabber, builds on the company's server-based ELN solution, ConturELN, and basically holds the same features. However, iLabber does not require users to invest in any hardware, licenses or maintenance. Using a software as a service (SaaS) model, Contur Software is making iLabber available to single researchers and smaller research groups that previously have not been able to utilize the advantages of high-end ELN systems to increase the productivity of the research process.

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