FACT SHEET

Digital and collaborative

*About this tool*

**PURPOSE:** To provide answers to frequently asked questions, address common myths and offer best practices on various digitalization and collaboration topics

**AUDIENCE:** Employees of all levels who are looking for information on becoming paperless, new technology, IT equipment, in the context of GCworkplace

**USE:**

* in presentations to employees
* in emails
* on internal websites
* in blog posts

[Delete the above image and text when using this tool]

## Frequently asked questions

* **Where do I keep personal files or other hard copy files?**
* Requirements for filing cabinets were identified by team representatives and will be provided accordingly in order for employees to store active paper files. Files that are no longer active could be stored in the file room until they are scanned and saved in GCdocs.

[This information may not apply to your organization, so edit as required.]

* **How can I reduce my paper files?**
* The move to a paper-lite/paperless environment requires everyone to pitch in and start reducing and organizing their information resources. Employees must focus on shredding or recycling transitory information that no longer has value, transferring inactive information resources of business value to the IM team, and digitizing active information resources and storing them in GCdocs. One of the most important things you must start doing in order to prepare for the future workplace is to clean your paper files, adopt GCdocs, and scan and save what is required on this information system.

[This information may not apply to your organization, so edit as required.]

* **How easy will it be to set up my computer if I have to connect all the wires?**
* Employees will have to manually connect the required monitor cables available and the power source.

For example, if you usually do the same work, in the same type of workpoint every day, your daily set up should be pretty simple. If you’re usually in a lot of meetings, you will probably just tote your laptop around with you and can set up to work in a matter of seconds. For others who will use a few different workpoints throughout the day, with a keyboard, mouse and maybe a few files, it should only take a few minutes to get situated once you’re comfortable with the set-up process.

[This information may not apply to your organization, so edit as required.]

* **What about monitors? Is each employee keeping their own?**
* No, each individual workstation will be equipped with two monitors or an oversized monitor along with all required cables to successfully connect to all types of laptops.

[This information may not apply to your organization, so edit as required.]

* **What about printers? How will this work?**
* [Is your organization moving to a group printer system (where one printer serves a large group of employees)? Is it using another system? Tell your employees how printing will work in the new workplace.]
* **Will we still be expected to lock our laptop at the individual workstations?**
* No, your laptops and other personal equipment will be locked in your locker or you can opt to take them with you when you leave for the day.

## Myth busters

| **“Having a smartphone or laptop means I need to be available 24/7”** | |
| --- | --- |
| The adoption of smartphones and laptops in the workplace does not mean that employees will be “on-call” or required to work overtime. However, the devices increase flexibility and mobility in the workplace. | *Tips*   * *Discuss with your manager what the expectations are with regards to use of mobile devices outside of regular work hours.* |
| **“Learning new tools means I will be less productive―paper is so much easier”** | |
| Although the initial transition may be slower, the overall payoff is much greater. Utilizing technology and new tools enhances collaboration and will increase productivity in the workplace in the long run. | *Tips*   * *Take the training offered on new technologies to become more familiar and fully benefit from them.* |
| **“I won’t be able to easily find my original documents”** | |
| Using a document management system such as GCdocs allows for faster, more reliable document retrieval. The use of versions ensures you will always have access to the original version and/or any subsequent versions you create. | *Tips*   * *Learn how to use the “Favorites” option in GCdocs for easier retrieval of documents.* |

## Best practices

| **Use digital signatures whenever possible** | |
| --- | --- |
| A digital approval is an electronic process signifying an approval to terms, and/or a document that is presented in an electronic format. Copies of approved documents can be saved directly in GCdocs without having to go through the process of printing a paper copy to be signed and then scanned before saving to GCdocs. As digital signatures become more accepted, you will start identifying more areas in your day-to-day operations that can go paperless. | *Tips*   * *Where approval has been granted in an email or digitally, save the relevant document in GCdocs; no need to print the document!* |
| **Scan your documents** | |
| [Subject to your internal information management (IM) policies, the following typically applies.]  If you are the creator/owner of a paper version of an information resource of business value (IRBV) and there is no electronic version, you should scan it and save it to GCdocs. You can then dispose of the paper copy using the appropriate method. If you already have a digital copy of the paper document, you do not need to create another one. You should file your digital version in GCdocs and dispose of the paper document using the appropriate method. | *Tips*   * *If you are keeping the paper version because it contains a signature, verify with your Information Management team if you are required to keep the signature in paper format. If not, scan the document and save it as a new PDF version of your original electronic document.* |
| **Use Microsoft OneNote** | |
| Instead of taking notes and creating to-do lists in a notebook, use OneNote. It can even integrate with your Outlook calendar and tasks to become a powerful organization tool. You can also create OneNote notebooks that can be shared with others and support real-time collaboration. | *Tips*   * *Use tags like “Important” or “To Do” and then use the function “Find Tags” to easily find them through your various notebooks.* * *Create a section where you keep all your GCdocs favorites for easy access to your most used files.* |