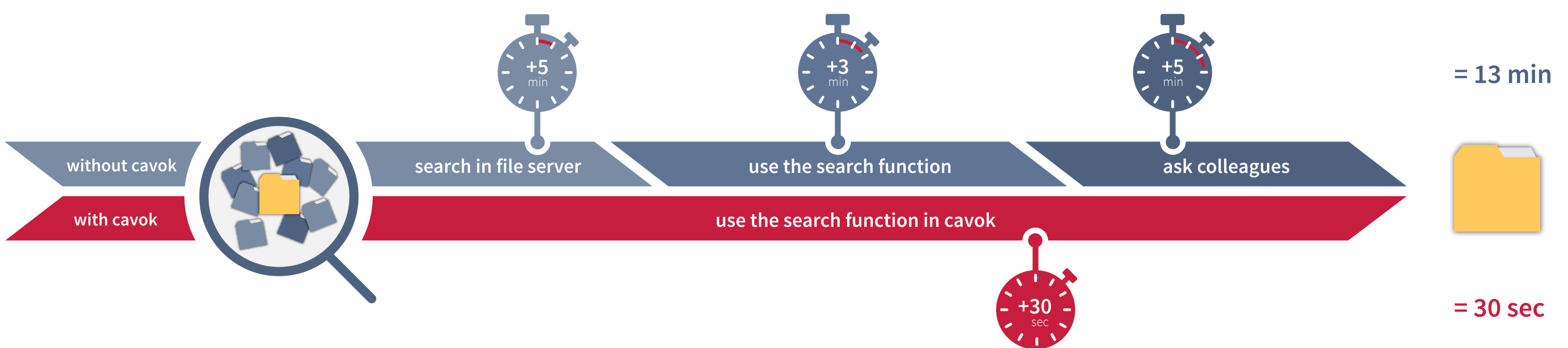


# Effectively save time with cavok

The search for the right file can consume quite a lot of time in everyday working life. Much cited older studies speak of up to minutes each day that office workers spend searching for files and information (IDC, 2001, p. 6; McKinsey, 2012, p.47). We wondered if this figure is still true today. In a survey from 2018, as many as 50% of respondents said they had problems finding documents (Nintex, 2018, p. 7). If you don't find a file right away, you may have to ask your colleagues to find it.

Much easier and faster will you and your colleagues find files by using a digital asset management system such as cavok. To find out how much time you can save when searching for files, we have stopped the time:



	calculation	without cavok	calculation	with cavok
Search for a file in folder directory and do not find it		5 min		-
Use the search function of the computer and find out that even so the file can not be found		3 min		-
Ask your colleagues in person or by telephone		5 min		-
Use the cavok search function		-		0,5 min
<b>Find the right file</b>		<b>13 min</b>		<b>0,5 min</b>
On average you search for 5 files per day	$13 \times 5 =$	65 min	$0,5 \times 5 =$	2,5 min
We subtract half the time because you don't have to ask a colleague for advice or use the search function for every file search	$65 / 2 =$	32,5 min	-	-
<b>Time required for file search per day:</b>		<b>32,5 min</b>		<b>2,5 min</b>
<b>Time required for file search per 5 days working week:</b>	$32,5 \times 5 =$	<b>162,5 min (2,7 hrs.)</b>	$2,5 \times 5 =$	<b>12,5 min (0,21 hrs.)</b>
<b>Time required for file search per 22 days working month:</b>	$32,5 \times 22 =$	<b>715 min (1,49 days)</b>	$2,5 \times 22 =$	<b>55 min (0,91 hrs.)</b>
<b>Time required for file search per 211 days working year:</b> After deduction of weekends (104 days), public holidays (10 days), vacation days (30 days) and sick days (10 days)	$32,5 \times 211 =$	<b>6.857,5 min (14,3 days)</b>	$2,5 \times 211 =$	<b>527,5 min (1,1 days)</b>
<b>Waste of working time in %</b>	$14,3 / 211 =$	<b>6,77%</b>	$1,1 / 211 =$	<b>0,52 %</b>

With the right use of cavok, up to 92% of time in the painful search for the right files can be saved. The better you integrate cavok into your workflows and maintain the metadata of your files, the more time you can save - time that you can use for more important tasks!

We will be happy to show you in a short webinar, how to optimize your workflows with cavok.

