

# DocuSign®

## Make your business more mobile

How to run your business from  
your smartphone



# Transform the way you do business

Smartphones have enabled an entirely new wave of productivity for businesses, far beyond just making phone calls and sending emails on the run.



Technology is changing the way we do business, enabling us to be more mobile and manage day-to-day operations anywhere, anytime. This is opening the door to new efficiencies and offering easier ways for businesses to service their customers and manage operations. Smartphones are playing a big role, becoming a must-have for business innovation and efficiency. Of course, many of us already use our smartphones to make business calls and check work emails. But there are richer prospects to mine from your powerpacked mobile device.

A recent Deloitte\* report found that businesses that use mobile devices efficiently are more likely to improve their competitiveness and, for some, “mobile will enable entire business models to be reinvented and industries to be disrupted fundamentally”<sup>1</sup>.

And when your customers and suppliers find your way of working easier, faster and better than your competition – that’s a plus, right?

“Businesses that use mobile devices efficiently are more likely to improve their competitiveness”

1. \* [Technology, media and telecommunications predictions, 2018, Deloitte](#)

# Getting things done smarter and faster

**Businesses that utilise mobile technology are enjoying a number of business boosting benefits, such as these:**

## **1. Increased productivity**

You and your employees can work anywhere, anytime, with documents and business information at your fingertips.

## **2. Reduction in admin expense**

By saving paperwork to the cloud, you reduce physical files and storage, in turn saving administration costs.

## **3. Save on IT costs**

Smartphones are now powerful computing devices and, for some, could even replace the need for laptops, tablets or desktop computers.

## **4. Ability to monitor business performance 24/7**

By using apps that connect to your business systems, you can keep employees accountable, and check on operations and performance in real time.

## **5. Improves team communications**

Your team can easily collaborate on projects with a dedicated messaging app.



# 11 surprising ways to run your business from your mobile

It's business on the move in ways you may never have imagined.

**Think beyond phone calls, messaging and email. Here's 11 ways to do business on your mobile, which might surprise you:**

1. Manage timesheets and track employee hours using a timesheet app.
2. Allocate tasks to staff or contractors, and monitor performance.
3. Access and review business and company data, such as real time sales information.
4. Check stock levels and place orders from suppliers.
5. Create, edit and proofread documents and spreadsheets.
6. Send out agreements for signature, including sales contracts, employment offers, loan documents and compliance checks.
7. Record and keep track of notes by storing them in one place that can be accessed from any device.
8. Manage your business' social media accounts, including posting new content and community moderation.
9. Update your customer relationship management (CRM) system right after meeting with a customer or prospect.
10. Scan and store your receipts using a receipt management app, making it easier to complete expense and tax deduction reports.
11. Send and manage invoices.



# Tapping into the cloud

So how does it all work?

Saving business files and data to the cloud makes it possible to access that information from any internet-connected smartphone or device.



By using apps downloaded to your smartphone, it's easy to connect with your company information and systems, as well as access files and do business.

There are specialised apps that allow you to manage certain processes from your mobile. Here are some examples:

- Accounting apps like Xero and MYOB enable you to produce and send invoices instantly.
- Expensify allows you to easily track your receipts and manage employee expenses on the go.
- DocuSign's eSignature app gives people a convenient way to sign, complete and request signatures anytime, anywhere, from any device.

Then there's an assortment of other basic smartphone apps that enable you to be more productive on the go. For example:

- Notes or lists recorded in Evernote or Wunderlist can be accessed on your phone, desktop and laptop.
- Google's G Suite or Microsoft Office apps allow you to use all the desktop-familiar software on your mobile.
- Adding the Google Drive or Microsoft OneDrive app to your phone will provide you 24/7 access to all your files.
- A messaging app, such as Skype or Slack, encourages collaboration between employees.

# Smartphones are for closing business, as well as progressing it

Mobile technology is also helping businesses accelerate and simplify the way they prepare, sign, act on and manage agreements.

In the past, getting a signature on an important agreement with a customer or supplier has been tedious and frustrating.

You put the paperwork together, courier or mail it to the other party, then wait days or weeks for them to get around to signing and returning it. Then when it finally comes back, there might be a query and a request to change a clause. So, you make the amendments to the document and send it back. And wait.

But, there's a new way. By using technology to modernise how agreements are prepared, signed, acted on and managed – collectively known as your System of Agreement – you can significantly boost productivity, cut costs and improve the customer experience<sup>2</sup>.

This means digitising the preparation of agreements, collecting signatures electronically, fulfilling the terms of the agreement digitally and storing completed documents in the cloud.

And, once they're in the cloud, your agreements can be accessed by you, anywhere, on any device, and by anyone else you authorise. You don't have to rush back to the office to sign an important document or fax, email or mail an agreement to a customer for their urgent signature.

<sup>2</sup>The Total Economic Impact™ of DocuSign Australia study, Forrester Consulting, 2018

## 3 Savings using esignatures

### Save 81 minutes

Admin and executive staff save an average of 81 minutes in agreement handling time.

### Save 22 minutes

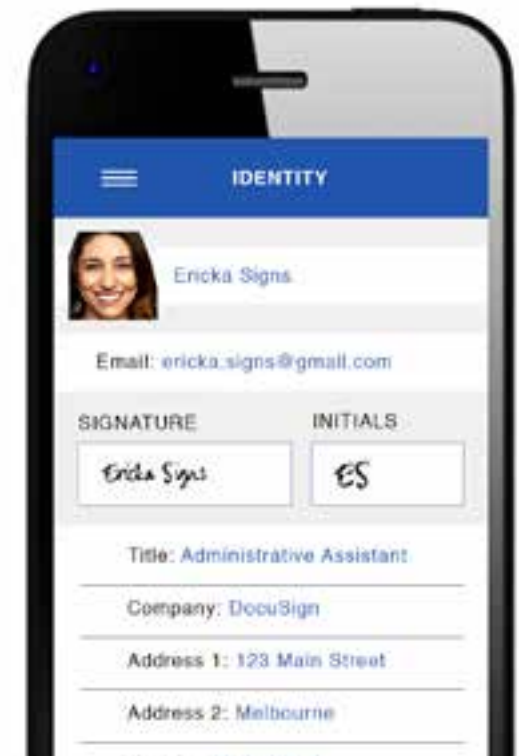
Sales professionals save an average of 22 minutes in agreement handling time.

### Save \$14.21

Save \$14.21 per agreement on average when using an eSignature.

## How to get a signature fast, via mobile

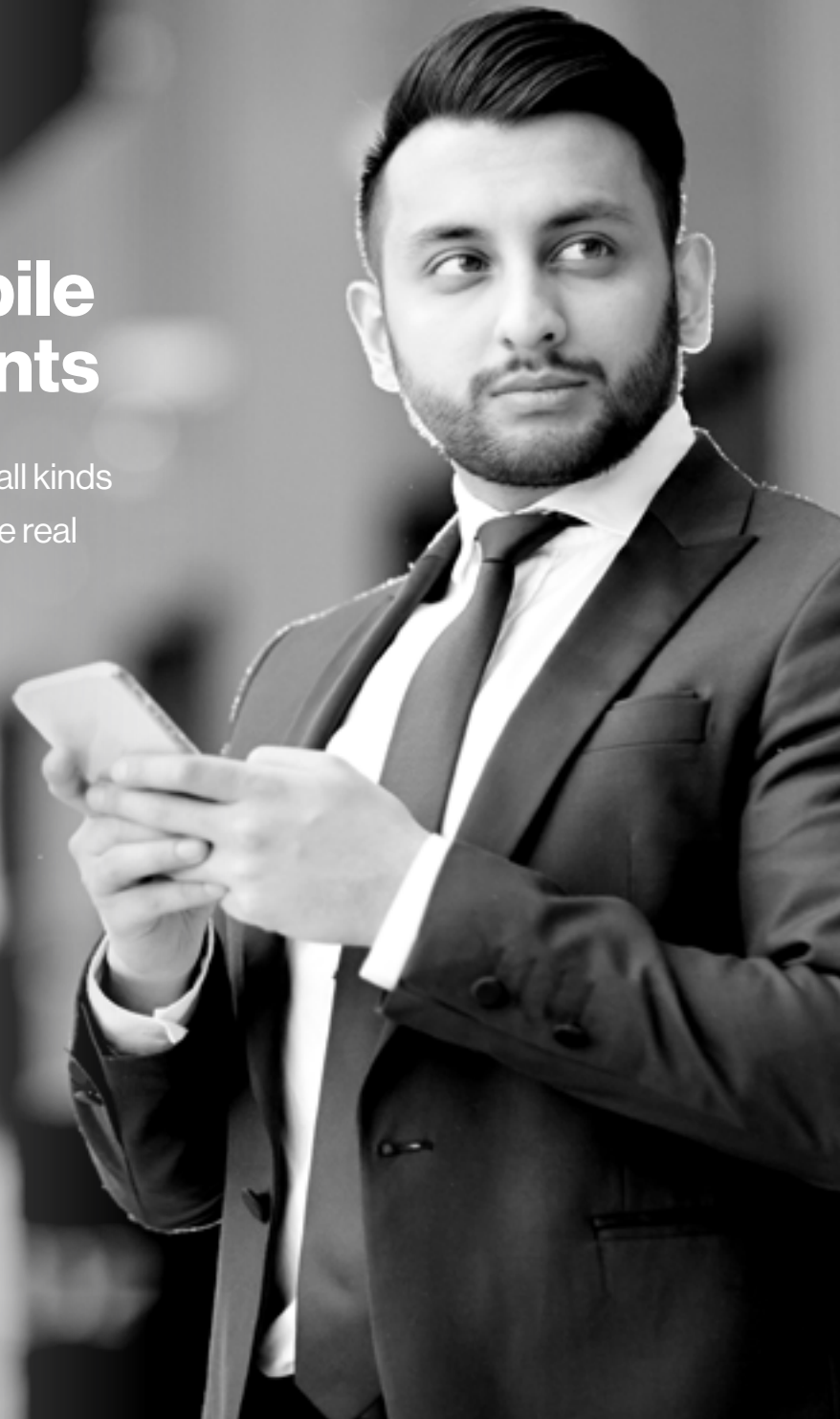
1. Log in to your DocuSign mobile app and tap the yellow + icon.
2. Tap the blue + icon to add a document.
3. Tap the source for the document, then select the document.
4. Tap ADD A SIGNER.
5. Tap the blue + icon and enter the full name and email address of the recipient. To automatically add yourself, hit ADD ME.
6. Select the role of the recipient.  
When finished, hit OK, then tap the check mark in the upper right of the screen.
7. Enter a message if desired, then tap NEXT.
8. Add any required fields to the document.  
When finished, tap SEND.



## Case study:

# The rise of mobile real estate agents

Mobile technology is transforming all kinds of businesses, including those in the real estate sector.



It's one thing to recognise there's a revolution happening in the way businesses work, but it can be quite another to embrace the change and implement it.

But, for Harris Real Estate, it was a no-brainer to experiment with ways of getting things done better and faster.

Tom Hector, Co-owner and Property Consultant, says the business is focused on modernising to improve the service it provides to customers and sell more houses in a shorter time.

Founded just eight years ago, Harris Real Estate is now South Australia's largest independent real estate firm, with 150 employees across five offices.





“Our value proposition lies in the customer experience. Our customers are generally time-poor and can do without the hassle of coming in to sign documents, or printing and scanning them from home,” Hector says.

Harris Real Estate is using DocuSign integrated with REI Forms LIVE to complete and send contracts without needing a physical, printed copy. This can be done on the road, from a mobile device.

The move has “fundamentally improved” the way the firm prepares, signs and manages agreements, and that’s made the process much easier for customers, says Hector.

“You no longer need to be in the office to do your job, you can sell properties from anywhere and get the contract done in DocuSign – even on the road.”

Customers can sign contracts electronically from any device and most do it immediately.

That’s a “game changer” for agents, he says. “We have much more time to spend with customers and it’s helping us easily go from 180 to 300 sales a year.”

Hector says this way of doing business is giving rise to the mobile agent.

“You no longer need to be in the office to do your job, you can sell properties from anywhere and get the contract done in DocuSign – even on the road.”

# Agreements on the go make your team mobile

Think of how much time you'd save if you could easily prepare and send documents, and instantly receive signatures, right on your phone.

DocuSign eSignature can help you do just that, so you can be out doing what you do best – wherever that takes you.

**Find out more about DocuSign for business**

Or try DocuSign free for 30 days

**p** 1800 255 982

**w** [www.docusign.com.au](http://www.docusign.com.au)

**e** [apac@docusign.com](mailto:apac@docusign.com)

# About DocuSign

DocuSign helps organisations connect and automate how they prepare, sign, act on, and manage agreements. As part of the DocuSign Agreement Cloud,

DocuSign offers eSignature: the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time. Today, more than 475,000 customers and hundreds of millions of users in over 180 countries use DocuSign to accelerate the process of doing business and to simplify people's lives.

**DocuSign**<sup>®</sup>