

What is a

Document Management System?

A beginners guide to managing hardcopy and digital documents through digital transformation.



Educational eBook Series



How organized is your business information?

Remote workplaces have forced businesses to reduce their dependency on paper documents.

Smart business leaders know they need an intelligent digital document strategy. A way to merge paper and digital documents into one organized environment.

If you too are suffering from silos of information, manual tasks, version issues or security vulnerabilities – a document management system will help you.

DOCUMENT MANAGEMENT DEFINED

Document management refers to the automated system or process used to store, track and capture electronic documents such as PDFs, processing files and digital versions of paper-based content.

With a SaaS or on-premise document management system, you are able to effectively digitize, tag, organize, secure and automate business processes using a more structured, systematic approach to drive business efficiency that can achieve more, faster and with fewer errors.

Are you managing your documents or are they managing you?

81%

of remote workers need access to corporate documents.

Office Tech Insider

92%

of professionals collaborate on and review documents via email.

Office Tech Insider

50%

of a knowledge worker's time is spent on creating and preparing documents.

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Could your business benefit from a document management system?

Common Challenges

Paper based processes requiring human effort cause avoidable delays, errors & security threats.



Paper-Intensive Processes

Lack of digitization & reliance on hard copies



Manual Steps

Time consuming tasks



Silos of Information

No centralized, digitized repository



Slow Approvals

No digital signatures causing delays



Information Risks

Cybersecurity vulnerabilities, fires, floods & natural disasters.

Popular Solutions

Digital transformation opportunities drive productivity, collaboration and security protection.



Paper to Digital Files

Save time, space & costs



Automated Digital Workflows (AI)

Faster cycles, less errors



Centralized, Searchable Repository

Simplified collaboration, indexing & version control



Digital Signatures

Quicker approvals



Secure Access & Compliance

Data protection, user restrictions & audit friendly storage



Self Assessment Questions

Find out if a document management system could help your business.


	YES	NO
1. Do you have a digital, centralized repository for secure collaboration?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your organization transitioned from paper to digital documents?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you automated your AP & AR processes?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you still store documents in filing cabinets or storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
5. Can remote employees access documents from a secure location?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you following a regulatory compliant documentation process?	<input type="checkbox"/>	<input type="checkbox"/>

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