Choosing the Most Appropriate Document Management Systems

by Ashley Soutter

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In the earlier times all the information in the traditional businesses was stored manually. The companies used to maintain piles of registers to maintain the records of attendance, sales data or performance data. There was a lot of paperwork. Today in this tech savvy world there is software for everything and everything comes with a soft copy. The Document Management System saves us from the burden of creating manual data and if you had to make some changes in it you had to create the whole of it all over again. Tiresome isnâ€™t it? What if that hard copy gets lost? All your hard work goes in vain and the company has to face losses. Moreover, there is an ocean of information on the company and there is a record of nearly everything. Any useful piece of information is called a document. The management of the documents is called a document management system. We can maintain our done on a Microsoft word document. We can create spreadsheets and tables with the help of MS excel and we can create power point presentations, databases and PDF files. However if we have to manage such data on a large scale we need document management software.

o They help in creating the documents and storing information.

o Knowledge Management helps us in searching the documents by using sophisticated tools.

o It helps us to know which information is no longer useful.

o We can easily share, email or fax information with the help of this system.

o It helps in increasing productivity and saves time, money and energy. We can copy this information to a CD, DVD and even upload it over the internet.

o We can create backup files to recover the data in case it is destroyed.

o Document Management automates the entire system and we can access data from anywhere and anytime even when we are on a vacation

Features of an ideal Data management system:

1 It should store information in all types of formats and some additional formats than those in the ms office.

2 It should focus more on information rather than images and animations.

3 Knowledge Management System should group and link the related documents.

4 There should be some sort of security and access privileges.

5 It should have indexing and retrieving tools.

Document management system software is software which helps in creating a single repository of the entire data of an enterprise.

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Ashley Soutter - About Author:
Ashley Soutter is a specialist author writes about Document Management, a Document Management Software and a Knowledge Management System . For more information Please visit us at http://www.knowledgeonecorp.com/

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