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Electronic Document Management System for Paperless Office by Angie Turner

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Maintaining records in an office is an excellent exercise. But what happens when after a couple of years you have so many files stacked up in the very many folders and the space it takes is of great concern for the office management. At a time when even an inch of space costs a bomb, it is time to move to electronic document management system, and thus eliminating storage costs. The benefits of going for electronic document storage are many.

When you move from maintaining paper files to electronic mode, then you also takes out the fuss of locating files in the office, since one person need to be engaged in retrieving files and then putting it back after the work is done. On the onset, it does not look a big deal of work, but it is time consuming and if the task is to be repeated five times, at least an hour is lost in this. Meanwhile if you are operating by the electronic document management software, you can get the papers you are looking for by merely searching them by particular date or keyword search.

Also going the e-way, means you take away the threat of loss of confidential information and also need not worry about the paper files getting lost, misplaced. Such things can happen in the case of paper files that are easily accessible to one and all. Also, such papers are also at threat of catching fire and the entire records being turned to ashes. In fact in some cases the paper files may get deteriorated due to use.

Moreover, by using the electronic document management system you save money on the print outs being taken in the office. Lastly, the e-way system does comply with the Data Protection Act thus the firm is sure to get all benefits of being a paperless office.

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