Article published on December 17th 2011 | Software

One of the most challenging aspects of any company or organization is the management and security of their physical and electronic documents and files. The maintenance and record keeping of documents for back-up requires good storage area. There are advanced record keeping software applications that store, retrieve and maintain entire file system of any company or organization. Most of the software applications have browser like interface that captures paper files, e-mails and other type of files to a centralized repository. It automates the approval processes and organizes the document workflow in a proper manner. Web document management allows access to information at any point of time and at any place. The files can be managed with the help of a web browser and they can be routed to appropriate locations on the defined path. Document management software applications can capture documents and files from many sources like fax devices, e-mail accounts, desktop scanners, multifunction copiers and network folders.

Document management software facilitates enhanced audit trails and provides a complete detail of the document access and document editing. The software organizes files and information using a filing structure that can be customized according to oneâ€™s business needs. It offers easy search feature that allows searching for files based on specific keywords or names of the files and folders. Other features like marking up on document allow the user to highlight any particular area and make a note on the document. Direct e-mails can also be sent from the system with the help of document management software system. Documents, scanned files and pdf files can be searched based on the actual text within the documents and files. Documents can be scanned directly into the system and files can be dragged and dropped straight from the computer using the advanced applications. Also, documents can directly be sent to the system from within the Microsoft word and excel. In this way, it can very easily be integrated with the Microsoft office tools and applications.

Recall document destruction offers businesses with smart and strategic solutions for document management, document protection and data destruction. This system allows multiple file cabinet system that can be customized and structured as per requirement. The system is well equipped with security functions as it prevents unauthorized access to any person who does not hold any password account. It works on permission based security system and also monitors document access. Since it has got big file space, it can store good number of files, file cabinets and allows unlimited user registrations. For any queries and troubleshooting problems, instant access can be made to technical support. To make search and retrieval of the files easier, automatic text indexing helps in sorting documents from the typed keywords. As far as scanning features are concerned, entire stack of pages can be scanned at one go and document separator sheets can also be created. Very heavy and large pdf files can be broken into small files and auto indexing can also be done for the proper organization of the files.

Article Source:
http://www.articleside.com/software-articles/benefits-of-record-keeping-software.htm - Article Side

Ronan Pointy - About Author:
Ronan Pointy writes on a document management and a Recall Document Destruction. Caitlin Jones associated with many renowned a web document management websites.

Article Keywords:

record keeping software, document management, recall document destruction, web document management

You can find more free articles on Article Side. Sign up today and share your knowledge to the community! It is completely FREE!