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Integrated Document Management: How to Manage Documents Efficiently and in a User Friendly Fashion

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Article published on June 18th 2012 | Software

When you hear the term integrated document management, the first thing that clicks the mind is a combination of technologies, and the methods that are being used to manage, and effectively preserve important documents across an enterprise. The trendiest way to practice integrated document management is termed as records management. As the name signifies, the concept of records management involves a well organized and systematic process of keeping a track of the records. Record management can be practiced either on paper or through other electronic means. The entire process revolves around the five basic functions, which involves gathering the record from various means, maintaining the records, storage and retrieval of the same whenever required and finally disposal of the record after its use.

It is important to mention that the document management system is a cool way being adopted these days to cut down on the companies cost and also contribute in improving the work flow. The web based document management system is considered to be a life saver. It is a great way to ensure systematic handling of documents which can be easily retrieved whenever needed. This web based document management system works on a software based computer program. The best part is that this program can customized to ensure that it meets the business needs. A significant feature of this web based document management system which cannot be ignored is that it is a secure way of creating, storing and retrieving important documents.

What can be better that not having a headache of maintaining records on paper and eliminating those expensive and space occupying cabinets? Web document management system is a great way to index documents that can be easily retrieved. This concept of document managements system is most beneficial for an enterprise. In this case, it can be renamed as an enterprise content management system. This is a fantastic innovation that actually promotes multiple users to share and work on text content and keep a track of it in a systematic manner. The best part is that it saves a lot of time and energy and the people working on a task can give their complete focus for the same. This would further enhance the quality of work.

A renowned and the most trusted example of an enterprise document management system is Google docs. It is Google service available free of cost. This enables multiple people to upload and share text files, databases, and spreadsheets which can be directly converted to various Microsoft office applications. It is said that one must move with time and adopt the latest innovations to get the most of it and stay in tough competition with those on the same work area.

Integrated document management system is expected to come up with improved features to help the enterprises and individuals focus more on the quality of their work and services and give their best shot. Hence, it is the best solution which one could fathom to resolve all their problems touching on the document management issue.

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Caitlin Jones writes on a integrated document management, a web based document management, a enterprise document management.

Article Keywords:
integrated document management, records management, web based document management, enterprise document management

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