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Web Based Document Management for Better Security and Organization of Data

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Records management software allows indexing document functions and distributes them across multiple geographical locations. The advanced versions of records management system ensure accuracy with index field verification and extensive quality control options. Record management systems can be integrated with line-of-business applications and wide variety of enterprise content management system. In this way, document management system captures, controls and converts enterprise information in the form of documents and images and enables document storage through electronic medium. This system ensures converting of paper records to electronic documents by scanning and indexing hundreds of paper documents and exporting it to any media. With the help of automated scanning and indexing, the system handles scanning needs in one centralized location and also reduces time consuming procedures. Records management software helps in improving the efficiency of data management through electronic image clean up and formatting. Through its automated import and export routines, it reduces the role of the operator and thus helps in better workflow process.

Web based document management system allows tracking and storing of electronic documents or paper images by online medium. Since this online system of document management offers great functional features, one of its most important features includes keeping a track of the different versions of the file created by different users. Now, users can enjoy 24 hour data access without additional investment, be it in the form of IT personnel, software or hardware. Document management Version Control system improves business processes with its online access to information and instant customer service solutions. This system can meet any type of document storage requirement by managing data with maintenance free storage.

This system offers audit trails, user activity details, document history, security controlling and retention of records. It ensures protection of data electronically as well as physically with password protected access and 24 hour monitoring system. It has automated data backup control system that sends encrypted copies to any secure location from where they can be recovered quickly.

There are many companies that offer document management solutions and offer storage services that can drastically improve the efficiency and workflow process of any company or organization. For bulk storage needs, many document management companies offer solutions like Z-Line shelving. This mechanism works for any size of storage requirement. For data storage requirements of mixed media, shelving is meant to store every type data or product virtually, be it in the physical form or any other form. Bi-file system is also used to accommodate filing density of any scale and shelving system allows easy tracking. Date management companies offer free software support with their product purchase and offers technical assistance for troubleshooting problems through phone, onsite visits and online access. Any company or organization seeking assistance and information regarding document management and storage can contact these data storage companies by calling them over phone or by contacting them through e-mail. Many document management and storage companies provide free onsite consultations to their clients who have queries regarding their document workflow and storage.

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Caitlin Jones - About Author:
Caitlin Jones writes on a document management version colntrol and a records management software. Caitlin Jones associated with many renowned a indexing document websites.

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