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What are the Different Types of Document Management Tools for Your Business? by [Caitlin Jones](#)

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Running a business would involve a lot of information management. The different types of information that you would need to handle would include accounts payables and receivables, email correspondence, customer data, record processing, financial reports and much more. And, the important thing is that this content is going to grow daily and with the regular growth in this content, businesses need automated document management tools to improve productivity and the overall operation.

You would be using document management solution to manage all the stages of document lifecycle. This would include the creation, authorization, publishing, printing, searching, expiration and recording of the documents. It would also involve web content management, digital management, records management, collaboration management, business process management, imaging and report management.

Document management enables businesses to capture or record paper or digital documents in a secure way and share them effectively. This type of document management solution also help in saving money and improving the operational efficiency of the business by streamlining business communication, computerizing scheduled task and reducing printing, storage and shipping costs for documents.

Collaboration management is a document management online solution that offers central digital workspace for facilitating content collaboration. It also helps in searching and accessing all the content from one place. Online document management helps in saving time and effort, because it eliminates the need for tracking down project discussions and information.

Using document management tools, you would have control over the creation, content, categorization, retention and even elimination of records. Additionally, these solutions would also help in meeting corporate compliance conditions in a faster and cost-effective way, while reducing the cost associated with legal discovery and liability.

Another significant solution for document management is in the form of document imaging conversion. It provides particular functions for image transformation, formatting, and thumbnailing or compression of video. Additionally, it also offers improved audio/video streaming functions and improved searching functions like voice-to-text recognition. Image management also enables users to capture, record and manage documents related to business transactions. This involves the use of simple technology for managing imaging and reporting, with the user only having to take actions with regard to the format of the files. This type of document management tools help you to access information directly from multiple workspaces.

Business process management is also an important part of documents management as it involves management and routing of transaction information such as purchase orders, invoices, claims, applications and other documents. This aspect helps you to expand your corporate environment to any virtual extent, streamline the work and improve communication between users. It also helps remote and internal users to access, evaluate and store digital reports associated with important business transactions.

Thus, modern document management systems like document imaging conversion and other tools are starting to play a key role when it comes to managing all types of business documents. These

systems are reducing businesses'™ dependency on printed documents and shifting them to digital copies. These systems are not only saving time and costs, but they are also helping reduce the consumption of valuable space.

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Caitlin Jones writes on a [document management solution](#), a [document management online](#), a [document management tools](#).

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