



DOCUMENT MANAGEMENT SYSTEM



Streamlining business processes and increasing productivity are fundamental concerns for any organization – private, public and non-profit alike. In an increasingly strict regulatory environment, managing documents and records diverts significant time from an organization's mission-critical objectives. Document and records management software has many benefits that can appreciably improve organizational efficiency. Since these applications are complex systems that represent a solid investment, organizations should carefully evaluate their current and future needs beforehand. This document was created as a guide to give organizations perspective on document and records management systems and on the demands of implementation.

Benefits of Document and Records Management

Document management systems are software applications that capture paper and electronic documents and provide the storage, retrieval, security and archiving of those documents. Records management is a specialized discipline. In particular, it is a set of recognized practices related to the life cycle of records – information that serves as evidence of the business activities of an organization. The document management process begins with the conversion of paper documents and records to electronic files. Digitizing eliminates the many obstacles created by paper – labor-intensive duplication procedures, slow distribution, misplaced originals and the inconvenience of retrieving files from remote locations. Because paper files are also costly to process, duplicate, distribute and store, digitizing reduces operating expenses and overhead. Document management applications enable more efficient distribution of and control over information, files and records throughout the organization. These software programs simplify business processes by automating repetitive procedures, document routing and email notification. Document management systems expedite business processes by allowing instant access to information; greater collaboration within and among departments and offices; enhanced security for files and records; and the application of procedures that facilitate compliance with record-keeping requirements by major companies of the world.

Document and Records Management Defined

Document Management

Document management begins with the conversion of paper or other documents into digitized images. These images can be easily organized and quickly retrieved, indexed and archived. When files are scanned or electronically converted, a high-resolution digital copy is stored on a hard drive or optical disc. Templates, or electronic index cards, can attach information, such as author, reference number, date created, or key words to a document. Files can still be viewed, printed, shared and stored. Which documents people can read and what actions they can perform on these documents depend on the level of security that the system administrator has assigned to the user. All document management systems should have five basic components:

- Capture for bringing documents into the system
- Methods for storing and archiving documents
- Indexing and retrieval tools to locate documents
- Exporting for distribution of documents from the system
- Security to protect documents from unauthorized access

Use Document Locator to Manage All Your Documents

Beyond managing scanned documents, Digitiz is a complete document management system that can bring order and enforce best practices for all your document types including the entire Microsoft Office Suite of products. Digitiz is fully integrated with Windows and Microsoft Office, which makes it easy and intuitive to learn. You are just a right-click away from full document management.



Any industry can use it...

- Legal
- Insurance
- Real estate, title, mortgage
- Medical and dental
- Finance, banking, investments
- Construction
- Engineering

...and get these benefits:

Search on words or phrases to find any document in seconds.

Notify others as documents are added to the system.

Route documents for electronic approval. Automatically name documents.

Categorize and organize your documents to match the way you work.

Share documents through a Web browser over the Web or through your intranet.

Top 10 Ways Digitiz May Help Your Business

Save time by combining copy and print functions in one device.

Save money by purchasing one device.

Save space by deploying fewer devices.

Enhance performance by consolidating processes into one unit with more features that's quicker and easier to access.

Boost productivity with the ability to scan hardcopy documents into email. Also, fewer resources require less IT time for installation, maintenance and service.

Maximize assets by reducing the number of assets and related supplies being managed, and in turn, reducing the number of personnel and capital needed to manage related contracts.

Reduce network connections and traffic by combining functionality, and leveraging multifunction product (MFP) features like network scanning and transmit-once/print-many capabilities.

Decrease phone lines by using MFPs to consolidate standalone fax machines.

Enhance quality through digital printing and copying.

Improve reliability through the MFP's digital marking engine, which has shorter paper paths and fewer parts.

