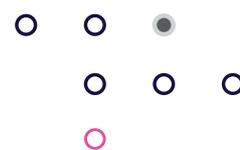


# 10 WAYS A DOCUMENT MANAGEMENT SYSTEM SAVES YOUR TIME & MONEY



# Glossary



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# Introduction

Regardless of industry, Document Management Systems are increasingly being used by small, medium-sized, and enterprise enterprises. With a DMS, businesses have the resources they need to boost productivity while reducing inefficiencies and driving down administrative & operational costs typically associated with managing paper & even electronic files & records.

To demonstrate how an efficient document management system may help you save time and money, **we've compiled a list of 10 advantages**, which are:

## Reduced storage

In simple terms, an abundance of paper files means you have less space. This also increases the storage expenses as the number of paper files increases.

**DMS produces  
direct and  
indirect benefits**

## Scanning quality control

All employees utilizing the system to scan documents can do on-the-fly quality control, ensuring excellent images & accuracy every time, by using dedicated scanners to feed into a DMS. This ensures that nothing is missed and no data is scanned using the incorrect settings.

## Less risk

Any significant business document is at risk if it is only available in paper form. The consequences could be quite severe if lost. A digital copy of the document is securely stored and well-organized, document management systems minimize this risk and make it possible for users to retrieve the document when necessary.

### **Multiple file types**

A DMS allows you to capture, store, file, retrieve and secure multiple types of files electronically. It can even bridge that gap between documents that include physical & digital elements.

### **Workflows/alerts**

DMS allows your organizations to set up flows that automate critical business processes. It also allows users to push information out & send alerts about changes to the status of a document (for example, if new documentation has been created or an existing document has been changed).

**DMS allows you to automate critical business processes**

### **Robust indexing**

Indexing capabilities are limited in systems that use paper files or shared drives as it is too time-consuming & cost-prohibitive. With a DMS, all types of documents can be simultaneously indexed using a variety of techniques, enabling simpler, more practical document retrieval.

### **Version control**

It is simple to implement with DMS so that all users can access and use the most recent, accurate files and prevent expensive errors.

### **Collaboration**

It will be really difficult for the team to work together on projects if the data they require is only on paper or otherwise not readily available. DMS facilitates easy record sharing across the organization, improving project collaboration.

### **Mobility**

Paper documents need to be more conducive to current work processes, particularly as remote & mobile work increases. Due to a lack of infrastructure, similar shared drives frequently restrict remote access to documents. With DMS you can provide your employees with the information they need to do their jobs, even while working remotely.

### **Access control/ security**

A DMS provides organizations with better, more flexible control over their sensitive data. The ability to secure & control documents on a granular level is a feature that is not possible with paper files or shared drives. For example, a DMS solution allows for particular documents to be controlled at the folder or document level, for different groups & even for specific individuals.



# Who can benefit from a document management system

Any organization, regardless of size or nature, can profit from document management systems. Furthermore, it can be extremely advantageous for particular departments within an organization, helping to increase productivity, automate time-intensive manual processes, ease document retrieval & organization & empower employees to perform better. While by no means a comprehensive list, below are some sectors & specific departments which commonly find success with a DMS.

## Industries

### Education

The education sector faces unique document management challenges, such as better student record access, long-term preservation requirements, and control and accountability for facility data. A DMS makes it easier to automate information gathering, access, and long-term retention requirements.

### Member services

Member-driven organizations are often some of the most paper-intensive businesses. Whether you are a regulatory association, union, or benefits provider a DMS can help streamline the collection, capture & sharing of information to help focus your key knowledge workers on member-critical tasks.

### Library & archives

For libraries & archives holding holistic information for improving archiving & accessibility is essential, particularly as digital technology advances. A DMS can significantly enhance patron access to information while ensuring the long-term preservation of informational resources.

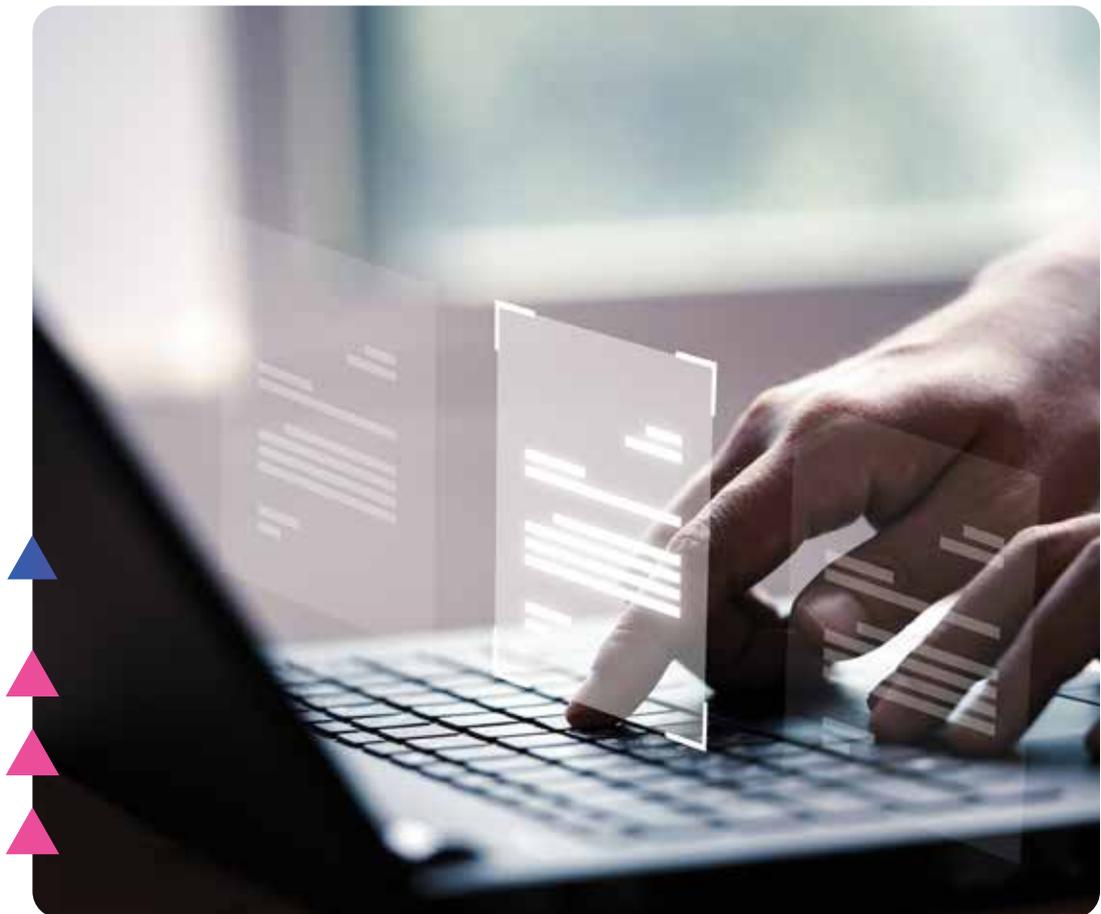
### **Municipal government**

The government frequently has a vast collection of non-standard records and documents, including minutes, bylaws, agendas, plans, development drawings, etc. Any document, from historical blueprints to bound minute books, may be transformed and properly handled with the help of the right DMS vendor.

### **Manufacturing**

Streamlining processes, reducing paper & improving manufacturing efficiencies are the main advantages of DMS. This includes the conversion of millions of backfile paper documents, the automation of manual paper-based tasks & the deployment of robust document management solutions.

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## Conclusion

The most common processes used for administering business documents namely paper filing & shared drives come with downfalls that lead to operational & cost inefficiencies. In response, document management systems are becoming an increasingly popular choice for businesses. The appeal of a centralized system that can result in higher quality outputs, improvements in productivity, more seamless business operations, and increased revenue is a bigger motivator for change. With the right DMS from the right vendor. It's time to begin looking at document management for what it is - a critical aspect of your business.

## How TDS can help

Would you like to learn more about document management that can improve your efficiency? Implementing a document management system with workflow capabilities today can help you streamline processes, become more efficient and improve productivity.

Contact us today for a no-obligation evaluation of your core business processes, in which we identify bottlenecks, unique challenges, and risks that your organization is currently experiencing. At TDS our team of experts can help locate these gaps in your current business processes and work with you to find the right solution to gain better control over your workflows & improve insights into company performance.

**See how a DMS system can work for you?**

To request a free demo, please email at  
[tds.sales@terralogic.com](mailto:tds.sales@terralogic.com)

