

## The 4 Value-Driven Solutions of Document Management Software

All companies face challenges when dealing with paperwork, slowing down the flow of business information and productivity. The solution? Document management software is a tool that can organize and store your documents, eliminating paper-based file systems. However, in order to get the most out of a document management software investment, you need to understand that it's much more than just digital file storage.

[Document management software](#) incorporates solutions that enable your business to sustain the competitive advantage you're looking for. Leveraging the full scope of document management can be concentrated around 4 solutions that will allow a business of any size to be more efficient, saving time, money and contributing to the overall growth and success of your business.

1. **Enterprise Content Management** – To fully implement document management software it is important to assess all of your essential strategic business goals. Enterprise Content Management or ECM, provides you with the solution to properly manage your content. Different strategies and tools can be implemented, giving businesses new ways of capturing, archiving, and routing document data. Customizable to meet your company needs and business problems, ECM is the primary component to eliminate inefficient paper processes.
2. **Document Process Mobility** – In a business world that is rapidly changing and adapting to new electronic advancements, it is important to make yourself readily available. Document management software provides users anytime, anywhere access to your documents through smartphone or tablet devices. Files can be easily located and optimized through any web browser platform. You can also execute workflow commands, continuing the flow of business information, even when you're not in the office.
3. **Business Process Automation** – Replacing paper files with PDF's and digital documents can lead to more than just clearing up the clutter in the office. [Business Process Automation](#) is a solution that can make your daily processes cost-efficient, accessible, and error free. Automated document workflows enable organizations to manage project tasks more

efficiently by attaching business logic to documentation. Document workflows allow for process consistency, productivity level improvements, and change in the dynamic of how people work with critical business information.

4. **Capture Workflow** – Storing your documents digitally will surely keep everything organized and in one place. But storing them effectively and knowing how to find the necessary data is the key to document management. With document management software you can not only name and categorize your documents, but also set up templates with character recognition, extracting critical information from your stored files or searching within them by keyword and phrase. Every business has important emails, faxes, scanned images and other digital records. By integrating existing office equipment, such as printers and scanning devices, you are able to capture and distribute documents and effectively control the flow of information.

While document management software is a solution for organizing and storing documents, it is also equipped with powerful and unique tools that streamline process performance. These value-driven solutions enable organizations of all sizes to save time, reduce cost, increase productivity and make collaboration more effective across all business applications. When evaluating document management software and the impact it can have on your organization, consider the full spectrum on how it can take your business to the next level.

For more information on document management software, contact Square 9 Softworks today at (203)789-0889 or go to [www.square-9.com](http://www.square-9.com)