

## ECM Integration: Turning Information Chaos into Information Opportunity

Organizations today are drowning in a sea of content and information. Having immediate access to operational data is not only expected, but it is required to run business efficiently. It's important to find an [Enterprise Content Management \(ECM\)](#) system that can streamline the processing of documents and their content, through advanced integration capabilities.

Combining the power of the Windows File System and document management software, business users can stay connected to document actions, eliminating paper-based file sharing while providing added security, and instant visibility into daily document processing. Providing immediate accessibility to stored data, [ECM Integration](#) with the Windows File System is a streamlined approach to content management that improves the way employees get their work done. Benefits include, but are not limited to, the following:

**More Efficient Content Management** - Whether you're looking to edit a document in Adobe Acrobat® or quickly view data held within an Excel® file, Windows File System Integration provides immediate and accurate visibility into departmental information. One of the key advantages it provides is the streamlined management of live content. Integration makes it easier to create, open, edit and save documents and their content into a secured document management platform, directly from any businesses application. Without halting productivity, users can quickly navigate through ECM archives from within the Windows Explorer. Users can start working with documents and their content much quicker, accessing information as soon as it's needed, without ever having to open the document management system.

**Content Remains Protected** - Relocating, sharing, and indexing files can lead to common concerns - one of them being security. But when integrating ECM software with the Windows File System, all ECM archive and search security settings remain enforced, regardless of the document's native application. Users will only see the folders they have access to, and can only perform document and content permissions that they've been authorized for. With a simple drag and drop, copy and paste, or standard "Save As" function, users can easily index documents into the ECM platform. This simplified approach to content management streamlines future search and retrieval while keeping the document and its content fully protected. From customer name, to email subject, purchase date and more, Windows File System integration ensures all index properties will be captured for stress-free processing.

**Enhanced Access & Editing** - Now that your documents are securely indexed, relocating them has never been easier. Simply open the Windows File System, browse to the desired archive, run a search and

double click to open in its native application, just like any other Windows file. From here, users can access any of the important editing tools, like track changes, accept and reject, markups and more. This in turn provides users with a platform they're comfortable working in, while providing the added edit, search and retrieval benefits of a document management system. Once edits are made and the document is saved, versioning control allows administrators to go back and access every edited copy of a document in the system, ultimately creating a history log so version control can be easily managed.

Regardless of the application users are working in, integrating ECM software with the Windows File Systems allows staff to manage business information more efficiently. If you're ready to explore the benefits of integrating your ECM software, [contact Square 9 Softworks](#) today!



Digital Marketing Specialist, **Alyssa Anderson**, is the voice behind Square 9 Softworks's weekly blog articles. Committed to communicating today's common challenges in paper based processes, Alyssa provides in depth analysis into the document management industry and the solutions that accommodate the needs of end user communities. For additional information, please contact Alyssa at [aanderson@square-9.com](mailto:aanderson@square-9.com).