

Development
Managing Solutions
Integration



Digital
Document Management



Reducing
Paper
Storage...

Essential Elements Of Document Management System

Document Management solution can be a significant investment, which you have to justify to your organization management. Here are a few key points to remember while going through the solutions from different vendors.

Integration: One of the most important things to look for in a prospective solution is to see whether it will fit in with the current system or process that you have in place. What will be the effort involved in migration and would be a replacement of the old one or just an add-on to it?

Scalability: Any good document management system should be scalable i.e. should have the ability to grow with your expanding needs. What happens when your current setup is near saturation? What would be the impact of adding more clients to the system? How easy or difficult it would be to put in more servers or other hardware in the future?

Easy to use: The system should not be intimidating for the end users. No use spending big bucks to come up with technically superior solutions if the end users are not comfortable with it. Because if that is the case, you can be sure that the system won't be put to proper use. Please keep this in mind that this system is for your users, who are already comfortable working the way they have been working. How well would the document management solution integrate in their lives all depends upon its ease of use.

Web based: Lookout for a solution that allows close integration with the web so that it allows you to integrate your document management system with your intranet. This would also allow you to provide remote access.

Vendor support: How standard based is the solution you are implementing? Does it require constant user training and customization? If so then you will be investing lot of time interacting with the vendor support team. So to minimize that look for a solution that uses standard components, and reliance on vendor for everything is minimal. This is a long-term solution you are implementing, and chances are you would be integrating with some other solution in the future. Ensure you ask your vendor for all this information.

Cost: What is your budget? Very important, because a document management solution could start at a few thousand dollars (very basic implementation) to several million dollars, for more sophisticated ones. Here again, you need to see how much would it affect your existing systems. Do you need to rip and replace a part of your existing infrastructure, or will it be able to integrate with it? In that case you would need to account for the extra costs associated with replacing existing systems, both hardware and software. Besides the cost of the package, what other equipment do you need? Like scanner, storage devices, etc. You need to account for the cost for those as well. Also, what would be the consultation and support charges for implementing it?

Functions to consider: Having looked at reasons for justifying a document management solution, you should also go through the features you need. Here are a few important ones:

Status reporting: The system provides information on the current state of a document. It also includes provision for tracking the previous states of the document and storing information like when was the document created, who created it, when was it last modified and by whom etc. This information attached to the document helps the end user to identify the owner of the document and the various stakeholders in, it.

Access control: Access control means not only controlling who can access the system as a whole and who can't, but also what are the permissions different users have on a particular document or specific sections of the system. Users may have full (add/ delete/ modify) rights or none or one or more of those permissions. A well-defined and implemented access control functionality is at the core of every document management system.

Version Control: A document management system is capable of storing various versions of the same document. It keeps track of which is the most current version, which ones have expired, who created which version etc. This provides the user with a historical view of that document - how it has evolved over time.

Retention Management: One of the most important functions of a document management system is to provide an archive of the documents for retention purposes. Having electronic copies of these documents allows companies to fulfill their legal and corporate requirements of preserving documents at minimum cost.

Disaster Recovery: An electronic document management should provide disaster management and recovery capabilities. It should support taking regular backups and quick recovery in case of a breakdown with minimum downtime.

Trust Our Company



We are an innovative group of professionals who believe in the electronic document management. We always strive to innovate solutions to problems related to the document management technology. Our goal is to improve our client's ability to better manage, create, search, and index their documents. We understand the importance of our client's workflow processes, and with our expertise, we not only complement but also improvise on these processes.

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