

DOCUMENT
MANAGER

Dm

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DOCUMENT MANAGEMENT
IMAGING & CAPTURE
WORKFLOW/BPM
CONTENT MANAGEMENT

Intelligent Document Processing:

New spaces to explore

Interview:

ibml

Strategy:

Reasons to go digital

Application focus:

Customer Relationship Management



Reasons to go digital, parts 1 to 10

A surprising number of organisations have yet to be convinced of the benefits of document management technologies. Grace Schneider of Storetec puts the record straight

In today's fast-paced business environment, efficient document management is essential for organisations to remain compliant, and workflows are critical to ensure effective controls are in place. In the context of document management, workflows help to streamline the creation, review, approval, and distribution of documents, as well as provide vital security around sensitive/restricted materials.

- **Improved Efficiency**

One of the most significant benefits of a reliable document management system is improved efficiency. EDRMS (Electronic Document and Records Management System) capabilities help to ensure that often large amounts of documents are processed effectively, reducing the time it takes to complete tasks and minimising

human errors. Correct workflows allow you to automate many of the repetitive steps involved in document management, freeing up time for employees to focus on more critical tasks.

- **Better Collaboration**

Workflows facilitate better collaboration by ensuring that all stakeholders are involved in the document management process. By assigning specific tasks to specific individuals or teams, workflows help to ensure that everyone knows their role and responsibilities, as well as identify bottlenecks in the system and where improvements can be made. This helps to avoid misunderstandings and ensures that everyone is working towards the same goal.

- **Increased Accountability**

Systems enable increased accountability

by ensuring that everyone involved in the document management process knows precisely what they need to do and when they need to do it. This helps to eliminate confusion and ensures that everyone is responsible for their part in the process. By working with Storetec's internal development team, you can implement local business rule enforcements to ensure all rules are being followed by the system users.

- **Enhanced Security**

Enhance security by ensuring that documents are only accessible to authorised personnel. By defining specific roles and permissions, correctly configured systems help to prevent unauthorised access to sensitive documents through data & password encryption or restricted access via IP address. This is especially important

"BY DEFINING SPECIFIC ROLES AND PERMISSIONS, CORRECTLY CONFIGURED SYSTEMS HELP TO PREVENT UNAUTHORISED ACCESS TO SENSITIVE DOCUMENTS THROUGH DATA & PASSWORD ENCRYPTION OR RESTRICTED ACCESS VIA IP ADDRESS. THIS IS ESPECIALLY IMPORTANT FOR ORGANISATIONS OR DEPARTMENTS THAT DEAL WITH CONFIDENTIAL OR SENSITIVE INFORMATION, SUCH AS FINANCIAL INSTITUTIONS, HR TEAMS THAT NEED TO COMPLY WITH PII REGULATIONS, OR HEALTHCARE PROVIDERS."

for organisations or departments that deal with confidential or sensitive information, such as financial institutions, HR teams that need to comply with PII regulations, or healthcare providers.

- **Better Compliance**

EDRMS' help organisations to comply with regulatory requirements by ensuring that all documents are created, reviewed, and approved according to established policies and procedures. To be specific - traditionally, businesses have managed Subject Access Requests through manual processes, such as searching through paper records or electronic files to identify and retrieve relevant information. This can be a tedious and time-consuming task, especially if the requested information is scattered across multiple locations or departments.

With a document management system like FreeDocs, however, SARs can be fulfilled in minutes through advanced searching capabilities which take you to any document in the system with the wording you have prescribed, allowing an almost immediate location of the information you require to comply to the request.

- **Consistent Quality**

Workflows within the EDRMS ensure that all documents go through a consistent process, which helps to maintain the quality of the documents. By establishing a standard process, it is possible to help to ensure that all documents meet the same standards for formatting, language, and content. This is especially important for organisations that produce large volumes of documents, such as legal firms, where consistency and accuracy are crucial.

- **Improved Visibility**

Improve visibility into the document

management process with an EDRMS. They also allow for instantaneous searching across all documents for that piece of information that in a poorly managed paper-based system may take weeks, or worse still never be found. Freedocs currently searches through millions of documents producing results of keyword searches in seconds, and then allowing for further drill down until the document you need is located.

Structured folders and topics can also be set that allow new departments to be set up instantly with agreed rules applied to the data set as the point of upload. With advanced OCR technology handwritten documents also become instantly searchable opening up the opportunity for organisations to really understand what they have across multiple formats.

- **Better Resource Management**

By automating many of the steps in the document management process, workflows help to eliminate manual tasks that can be time-consuming and resource intensive. This frees up resources for other critical tasks, and opportunities to improve other areas of the business.

- **Faster Response Times**

EDRMS' enable faster response times by ensuring that documents are processed quickly and efficiently. By automating many of the steps involved in document management, workflows help to reduce the time it takes to complete tasks. This can be particularly important for organisations that need to respond quickly to customer enquiries or regulatory requirements.

- **Scalability**

Document management systems are scalable, which means that they can be

adapted to accommodate changes in the size or structure of an organisation. As an organisation grows, they can be adjusted to accommodate the increased volume of documents or the addition of new teams or departments, with the ability to instantly transfer rules and protocols to the new databases. This helps to ensure that the document management process remains efficient and effective, regardless of the size or complexity of the organisation.

TRANSFORMING ACCESSIBILITY

Many businesses have very little knowledge of the information that they hold within their organisation. An EDRMS is a centralised location for all company information so that it's easily accessible. Why would you waste time searching through paper records, which are often held in many separate locations, when you can find information to your screen within seconds with the advanced searching capabilities of Freedocs?

FreeDocs is built entirely on customer needs and feedback by our internal development team. We have transformed organisations' accessibility to their data, linking the information on the page directly to the fingertips of the people that need it the most. Security and compliance is at the forefront of the product to ensure your data never leaves your domain, while giving you the power to make better informed decisions as you have the ability to access all data needing consideration.

Don't fall behind in today's competitive business landscape, scale up your organisation with a document management system like FreeDocs.

More info:

www.storetec.net/services/freedocs-document-management

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Our expert services include:

- Document Scanning
- Document Storage
- Microfilm & Microfiche Scanning
- FreeDocs Document Management System
- Records Management Consultancy Services



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Compliance Product of the Year – FreeDocs Document Management 2020

Records Management Product of the Year 2019

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