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Document management policy is considered to be a policy which basically establishes the framework under which the official records and the various documents are actually created and managed. It has the entire lists, which highlights the responsibilities of the staff and also articulates the principles which are outlined in the records and the other document management online guidelines. The main idea of the policy is basically to ensure that the business areas have the necessary governance, the supporting structure and all the necessary resources should be in complete order so as to enable you to properly manage all the records and the documents in a disciplined fashion.

Online document imaging is very useful as it greatly reduces the business operating costs, the imaging actually fortifies organization in the wide decision making, it supports the regulatory compliance, is very helpful in enhancing the customer service, it very efficiently enhances the application software, helps in improving the productivity of the employees. Every individual company has different requirements in terms of the web document management. The web based document management can be basically useful in many sizes and industries, but it is of high relevance to the first time users of the document management.

This document management system is basically used to manage the various files on the site with the help of all the different kinds of web content management tools, which can access all the documents through the centralized storage systems. This system also provides file sharing for many private users and for some of the user groups, hence they have an integrated system of administration for the users, groups and also manages files. The biggest advantage is this system includes the routing of the document electronically along the predefined workflow, which ensures the integrity of the documents and is also very helpful in automating and accelerating the various processes such as change document, distribution, notification and approval.

All the record management system these days commonly provide the facilities of storage, versioning, metadata, security etc. The metadata generally contains the extracted text which can very easily be saved with the image or even sometimes separately as a source for searching document collections. Some of the effective systems use the optical character recognition on the various scanned images to text extraction.

A systematically maintained record can add value to the staff's daily functions. Its major benefit is structured information which can be easily retrieved. It also increases the security level by protecting the records critical from the business operations point of view. It ensures compliance with the requirements of legal and regulatory authorities thereby avoiding any kind of penalties. It also helps in reducing the litigation risks. It minimizes the storage requirements and also reduces the effort and time spent. It also helps in recovery of important information during instances of theft or disaster.

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Caitlin Jones writes on a [document management online](#) and a [web based document management](#). Caitlin Jones associated with many renowned a [document management system](#) websites.

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