Article Side

Significance of web-based document management for business

by Caitlin Jones

Article published on November 25th 2011 | Software

Each company has different requirements in terms of document management systems. For these users for the first time that the document management solution for web-based document management offers flexibility and accessibility, and is easy to implement and how. They can be useful in virtually every industry for various purposes, ranging from using data backup automation of business to complete. Many companies use scalable document management software, but many do not understand the option and the benefits of implementing a solution based on the web.

Records management software facilitates the sharing of knowledge, making the restoration, publication and distribution of documents with ease. Employees can quickly obtain information and documents necessary, increase productivity and less time spent on business processes that would normally be entered manually.

Using a web-based document management can be useful in many sizes and industries, but is especially valuable for first time users of document management. The choice of a web-based system has several advantages.

Electronic document imaging software converts scanned paper documents into electronic documents that can be edited. In this way, document imaging plays an important role in the activities of records management, which electronically scanned documents, can be generated in MS Word or Excel and organized by the savings of the key areas to format the card index. Web-based document management system enables companies and organizations to share files with customers, suppliers and employees working on the internet. The Storage Service provides web-based secure web-based system in which documents can be downloaded, completed, searched, indexed and followed. Thus, the web-based document management system helps to store and maintain documents online as a subscription service is delivered entirely through a web browser. And this subscription service is offered at an affordable price. Thus, the records management system reduces the need for online purchase and installs records management software.

Web-based document management is used to manage files on the site with Web content management tools that access to documents through centralized storage systems (intranet or Internet) by the users and groups allow users to connect to the site. Web-based document management system provides file sharing for private users and user groups and has an integrated system of administration for users, groups, and manages files. The advantages of web document management system includes document routing electronically along the predefined workflow, ensuring the integrity of documents, automating and accelerating processes such as change documents, distribution, notification and approval.

Records management systems commonly provide storage, versioning, metadata, security, and indexing and retrieval. Metadata contains the extracted text can be saved with the image, or separately as a source for searching document collections. Some systems also use optical character recognition on scanned images to text extraction. OCR is widely used to produce books and documents into electronic files and computer records management system for an office, or the publication of the text on a website. Document imaging system, management of documents through scanning, archiving and recording of the document by using a scanning software and equipment. Educated professionals working in these companies have expertise in the movement of computer media (tapes, disks, cartridges, reels, cases) and can assist in various file management tasks, using the procedures and forms that can be developed and adapted to specific requirements.

Article Source:
http://www.articleside.com/software-articles/significance-of-web-based-document-management-for-business.htm - Article Side

Caitlin Jones - About Author:
Caitlin Jones writes on a Web based document management and a records management. Caitlin Jones associated with many renowned a document management websites.

Article Keywords:
document management, records management software, records management, web based document management

You can find more free articles on Article Side. Sign up today and share your knowledge to the community! It is completely FREE!