



What is a

Document Management System?

A beginner's guide to managing documents from paper to intelligent automated workflows.



ALLIED
BUSINESS SOLUTIONS

Educational eBook Series

How organized is your business information?



The pandemic has forced businesses to become “paper-lite” by the sheer nature of how, where and when we work. Simply converting paper documents to intelligent digital files isn’t enough.

Everyday knowledge workers wrestle with version control, manual steps, unsecure access, and collaboration issues simply because their information is unorganized.

Critical, time sensitive information that’s trapped on someone’s computer, shared drives or other silos that stifle workflow productivity and create avoidable security threats.

DOCUMENT MANAGEMENT DEFINED

Document management refers to the automated system or process use to store, track and capture electronic documents such as PDFs, processing files and digital versions of paper-based content.

With a document management system, you’re able to effectively digitize, tag, organize, secure and automate business processes using a more structured, systematic approach to drive business efficiency that can achieve more, faster and with fewer errors.

Are you managing your documents or are they managing you?

81%

of remote workers need access to corporate documents.

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92%

of professionals collaborate on and review documents via email.

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50%

of a knowledge worker’s time is spent on creating and preparing documents.

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What is a Document Management System?



Could your business benefit from a document management system?

Common Challenges

Paper based processes requiring human effort cause avoidable delays, errors & security threats.



Paper-Intensive Processes

Lack of digitization & reliance on hard copies



Manual Steps

Time consuming tasks



Silos of Information

No centralized, digitized repository



Slow Approvals

No digital signatures causing delays



Exposing Confidential Information

Unprotected files and no user restrictions

Popular Solutions

Digital transformation opportunities drive productivity, collaboration and security protection.



Paper to Digital Files

Save time, space & costs



Automated Digital Workflows (AI)

Faster cycles, less errors



Centralized, Searchable Repository

Simplified collaboration, indexing & version control



Digital Signatures

Quicker approvals



Secure, Restricted Access

Risk mitigation with user permissions



Self Assessment Questions


Find out if a document management system could help your business.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Do you have a digital, centralized repository for secure collaboration? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has your organization transitioned from paper to digital documents? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you automated your AP & AR processes? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you still store documents in filing cabinets or storage facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you implemented a document management system? | <input type="checkbox"/> | <input type="checkbox"/> |

Need help? We're ready when you are.

About Allied Business Solutions

Allied Business Solutions is a digital business solutions provider focused on helping small and mid-sized organizations reach their business goals through the thoughtful and effective use of digital business technology.

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