

Benefits of having online document management system

Any successful organization would want to have easy access to documents securely, easily and quickly wherever needed. A cloud DMS fulfills these needs of organizations.



What if you get confused and are unable to locate a document? What if you need a document urgently and it's no more in the condition you had kept? In such a hassled situation arises the need to have a [online document management system](#). But first, let us know what a document management system is?

What is document management system (DMS) ?

To understand in the easiest terms, remember that document management is useful for operations and organizations whereas, a cloud is mainly concerned with storage. Any successful organization would want to have easy access to documents securely, easily and quickly wherever needed. A cloud document management system fulfills these needs of organizations.

Now, let us discuss in detail about what advantages does a DMS offer. Remember, by a DMS we are talking about an electronic or online file management system.

- **Storage:-** Apart from simply saving the data or files, document management systems keep a backup and lead to the reduction of work. All these tasks are automatically performed automatically and if not performed, then you can perform them manually by setting up alerts for the functions.
- **Communications:-** This program will help you attaching links and data transfers effectively by emails. This makes document-related communication easier and faster.
- **Security:-** Security becomes a major concern when the files are open to all. The storage system that you'll buy should make you liable to choose the recipients for file access and file sharing. The documents can get restricted and made accessible to

selective people only by certain sign-in procedures. This is how a DMS will ensure security to its users. Moreover, the DMS also encrypts data and notifies about any changes or modifications done in the document. This gives the history of documents to the users.

- **Operation:-** Operational functions like “copy”, “save”, “delete”, “move”, “open”, “share” and “new” gives the users the freedom to have an interaction with the documents. You can also print your document if you have a printing device attached to the system.
- **Navigation:-** The navigation features in a DMS include commands like “down” and “up” where you can view the folders’ structure. Also, a “Go to” feature will help you locate any document if you know exactly where it is placed.
- **Search:-** A typical online document management system has the feature to locate the files directly by search options. It will help you find the document by naming the title. In fact, there are many advanced software that will suggest you the document based on a word within the file itself. For instance, if your document is about health and safety measures and if your document has the word, you can search by just typing ‘health’ and the DMS will suggest you all the documents related to health.

This feature is very important as it eradicates the problem of spending time and accessing files for a longer time.

What should you consider while looking for a document management system?

A perfect document management system would be one that has the following key features

- **A standardized structure:-** A simple and advanced software structure that would be both advanced and modified, user-friendly and easy to access.
- **Tablets and Cellphones access:-** This is essential because we mostly carry smartphones with us. So look for a file management system that can have access to smartphones and tablets.
- **Easy searching:-** Easy searching and navigation should be one of the most key features of your requirements when you’ll look for a compatible file management system. So when you’re looking for a good storage, the storage must give you all advantages that it has.

The best of DMS features:-

- **Cannot be easily destroyed:-** Paper documents are likely to get easily destroyed, for eg, by natural calamities. Very often we tear the papers unknowingly. When the documents are recorded in a document management system, it would remain secured and will be accessible only with a password.

Even the documents on a system can be deleted. But it has a certain procedure. They’ll barely be lost unknowingly. Moreover, these lost documents can be recovered too.

- **Easy to edit:-** If you are required to make changes in the paper documents related to your work, it will surely have to be done

from the start. This will not just consume more time but also will be stressful for the worker.

DMS doesn't require documents to be rewritten. Changes can be done straight away and they'll automatically be saved.

- **Everlasting documents:**-Unlike online documents, paper documents are likely to get damaged and useless. An electronic document will be the same even after decades.

Therefore, opt for a DMS that will save your time and work and also give you a fun experience while you work with your documents.

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