



ensuring the success of new work

However, simply storing documents in the cloud is often not sufficient – especially when dealing with complex document structures and large volumes, when advanced security requirements such as access control or encryption are needed, or when documents are integrated into complex business processes. In such cases, a Document Management System (DMS) is the better choice. A DMS offers numerous advantages for managing documents and information efficiently and securely:

Centralized storage and easy access:

All documents are stored centrally and can be accessed by authorized users at any time and from anywhere. This facilitates collaboration and information sharing.

Enhanced security:

A DMS offers advanced security features such as access controls and encryption to protect sensitive data and ensure that only authorized individuals have access.

Compliance and legal requirements:

A DMS supports compliance with legal regulations such as the GDPR and internal policies through audit-proof archiving and documentation of all access and changes.

Increased efficiency and time savings:

By automating routine tasks and enabling quick document retrieval, employees can work more efficiently and save valuable time.

With a DMS as the foundation, business processes can be further digitized—for example, by implementing digital signature capabilities or integrating documents from the DMS into self-service portals. This enables employees to access information and handle tasks independently, regardless of time or location. It greatly simplifies the hybrid workday and supports a more autonomous way of working.

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Cost reduction:

Digitizing and centrally managing documents reduces the need for physical storage space and lowers costs for printing, storage, and administration.

Versioning and traceability:

A DMS stores previous versions of documents and allows changes to be tracked and earlier versions to be restored if needed.

Integration with other systems:

A DMS can often be seamlessly integrated with other enterprise systems such as ERP, CRM, and HR systems, enabling centralized management and use of documents.



As a digitisation expert and leading ECM software manufacturer, easy has stood for legally compliant, digital archiving and efficient, automated business processes since 1990. Over 5,400 customers in more than 60 countries and all industries rely on our company and our strong partner network.

Our joint archiving, ECM, DMS, P2P and HCM software solutions & services form the digital centre for data-based intelligence and make people, companies and organisations successful. Well-known brands from our subsidiaries such as PROXESS and HABEL complement this offering.

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