creating a paperless office with digital documents

Many companies would like to finally bid farewell to paper and introduce digital, automated processes. The prerequisite for introducing digital documents and processes in a company is a document management system (DMS). But how exactly does that work? And what are the advantages?

what are the benefits of a dms?

- Automatic deadline management
- Legal certainty
- Tamper-proof
- Process security
- Traceability
- Knowledge base for the entire company
- Employee satisfaction
- Better internal cooperation
- More time for other tasks
- Enhanced flexibility
- Customer satisfaction
- Environmentally friendly thanks to reduced paper consumption
- Cost savings

what steps does a document follow in a dms?

Step 1: receipt

Documents reach companies in different ways, sometimes by post or as attachments via email. Employees also create them themselves, e.g. images, videos or Office documents. In addition, enterprise applications such as SAP provide new data on a daily basis.
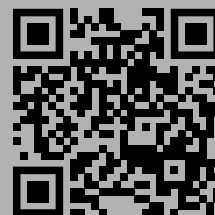
It is here that many companies realize that they are no longer on the same process level as suppliers and partners. For example, you

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

Our first-class archiving, ECM, DMS, P2P and HCM software solutions & services form the digital center for data-based intelligence and make people, companies and organizations successful. easy is part of conrizon AG, the European holding company for market-leading ECM brands such as PROXESS, HABEL, and Shareflex.

get in touch

If you would like more information about our solutions, you can contact us directly. Simply use the form. We will be happy to help you.

Click or Scan

EASY SOFTWARE AG
+49 (0) 201 - 65069 - 0
info@easy-sofware.com

creating a paperless office with digital documents

prefer to send your purchase orders by fax, but your supplier no longer wants to work via this medium. In the long run, this puts a strain on the business relationship.

Step 2: processing

If you are dealing with paper documents, they must be scanned first. For large quantities, it will be worth implementing a scan line. Optical Character Recognition (OCR), i.e. intelligent character recognition systems and extraction technologies with artificial intelligence, help capture the contents of the documents. This makes them searchable. In addition to the full text, they record the following metadata:

- Project name and description
- Supplier number
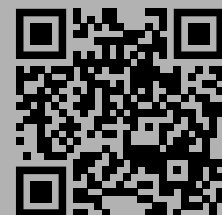- Delivery date
- Service date
- Invoice number

This metadata can either be automatically extracted from the document or added to the DMS through manual keywording.

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

Our first-class archiving, ECM, DMS, P2P and HCM software solutions & services form the digital center for data-based intelligence and make people, companies and organizations successful. easy is part of conrizon AG, the European holding company for market-leading ECM brands such as PROXESS, HABEL, and Shareflex.

get in touch

If you would like more information about our solutions, you can contact us directly. Simply use the form. We will be happy to help you.

optimize your processes now!

Discover how a document management system can increase your efficiency and reduce costs. Get the free white paper for all the details.

download here

Click or Scan

EASY SOFTWARE AG
+49 (0) 201 - 65069 - 0
info@easy-sofware.com