



how DMS and AI will rock your company

steps that a document needs to go through in dms and how ai helps here

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. Bringing these sources together in the DMS and using them profitably for business processes is one of the main tasks of a document management system.

Step 2: processing - ki already helps here

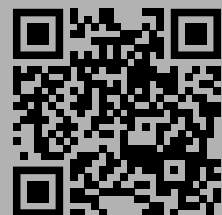
If we are talking about paper documents, these unfortunately have to be scanned first. For large quantities, it is worth implementing a scanning line. Once digital, artificial intelligence and document management immediately demonstrate their advantages.

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KI helps by classifying documents in the inbox

Email inboxes or folders with scanned documents are usually well filled and confusing. What if a DMS could automatically classify incoming emails and their attachments for you and carry out further actions depending on the result?

- E.g. read out different metadata depending on the document type or
- initiate approval processes?

A case for AI services, because here too, preconfigured AI workflows do the job. This works wonderfully, freeing you from unloved, time-consuming tasks. You can relax after work and find emails and documents classified in the corresponding document folders. This keeps everything under control.

What's in it for me?

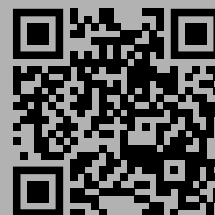
You save time, nerves and ultimately you can use your working time much more effectively. Searching for and processing e-mails, documents and other information is now a thing of the past. AI services automatically provide each department with bite-sized information and correspondence on a silver platter.

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