



# Advanced Computer Engineering Services

## Making Your Vision a Reality!

[www.aces4hire.com](http://www.aces4hire.com)

Custom Software Development • Complete Internet Solutions  
Graphic Design • Copy Writing & Advertising

---

---

### Document Management Systems Promote Effective Document Organization

Finding a good document management system is no difficult task, provided you adhere to a few simple suggestions. Whether you hire a service or opt to take it on yourself, a document management system is a great way to handle the organization needed to maintain bulk documents.

A document management system is critical to ensure that important contracts, invoices and other legal notices are managed properly within a business setting. Whether a company receives hard or soft copies of these forms, an online document management system must be in place to coordinate the storage and security of these sensitive materials.

Document management defined is merely a system that converts paper documents into document images for storage onto a hard drive or server. However, document imaging programs have become popular recently since they allow users to store files in something other than a bulky filing cabinet. Moreover, given the broad functionality contained within the systems, users can more easily share and retrieve archived materials.

Processing files within document management programs is actually quite simple. First, select and scan the document to be included in your document management system. Then, index the scanned document into the electronic filing system with a single click of your mouse. Finally, select the destination to which you would like your documents to be housed—typically either your hard drive or on a CD. The most frequently accessed documents stored in your document management system are more conveniently stored on your hard drive, while less actively used documents are better kept on CDs.

The ease of retrieval in your document management system is one of the biggest perks. No longer will new employees have to endure weeks of training to familiarize themselves with the company's filing system. With a good document management system, simply enter the search criteria and click on the document that contains the information you desire. A short list of choices will appear that match the desired criteria.

Archiving can be used for nearly any type of document including notices, such as proxy statements or medical records, which need to be kept long-term for legal reasons. Tax documents from past years, invoices, receipts – anything that does not need constant referencing is easy to archive and also be retrieved whenever it is needed.

A comprehensive document management system provides small and large businesses alike with an efficient means of locating and storing critical pieces of information. Utilizing the online resources provided by modern filing systems can help to expedite the flow of information critical for modern business needs.