Document Management

Richardson

Electronic Document Management Systems Thomas M. Koulopoulos,Carl Frappaolo,1995 Written by a leading authority, this book examines new options for data storage, increased networking capabilities, powerful desktop computing, sophisticated software, and the role they all play in the implementation of a fully integrated electronic document management system (EDMS).

Document Management for the Enterprise Michael J. D. Sutton,1996-09-07 Defines and simplifies the principles of document engineering and management.

Intelligent Document Processing (IDP): A Comprehensive Guide to Streamlining Document Management Rick Spair, The world of document management is evolving rapidly, and organizations are increasingly turning to Intelligent Document Processing (IDP) to streamline their document management processes. This comprehensive guide serves as a valuable resource for individuals and organizations embarking on their IDP journey. It offers a step-by-step approach, practical tips, and best practices to help readers successfully implement IDP and achieve significant improvements in efficiency, accuracy, and cost savings. In today's digital age, the volume and complexity of documents continue to grow exponentially, posing significant challenges for organizations across industries. Traditional manual document management processes are time-consuming, error-prone, and resource-intensive, leading to inefficiencies and missed opportunities. However, the advent of Intelligent Document Processing (IDP) presents a game-changing solution. Intelligent Document

Processing combines the power of artificial intelligence, machine learning, and automation technologies to extract and process data from unstructured documents swiftly and accurately. By automating manual tasks, organizations can enhance productivity, improve data accuracy, and optimize their document management workflows. This guide serves as a roadmap for readers looking to harness the potential of IDP and transform their document management practices. The chapters of this guide take readers on a comprehensive journey through the world of IDP. It begins with an introduction to document management and the concept of Intelligent Document Processing. Readers will gain a clear understanding of the benefits and importance of implementing IDP in their organizations. The guide then delves into the key aspects of implementing IDP. It covers topics such as assessing document management needs, identifying document types and formats, analyzing document volume and complexity, and evaluating existing document management processes. These chapters provide practical insights, tips, and strategies to help readers assess their current state and identify areas for improvement. As the journey progresses, the guide dives into creating an IDP strategy, including setting clear goals and objectives, selecting the right IDP solution, and defining key performance indicators (KPIs). It emphasizes the importance of customization and adaptation to align with specific organizational needs and goals. The guide further explores preparing documents for IDP, including standardizing formats and layouts, optimizing

image quality and resolution, and implementing document classification and indexing. It provides detailed guidance on leveraging intelligent capture technologies, extracting data from structured and unstructured documents, and validating and verifying extracted data. The chapters also cover crucial aspects such as integrating IDP with existing systems, monitoring and measuring IDP performance, change management, and user adoption. They address data security and compliance requirements, as well as provide real-world case studies and success stories to inspire and educate readers. Throughout the guide, readers will find tips, recommendations, and best practices from industry leaders who have successfully implemented IDP. These insights serve as valuable lessons learned and provide practical guidance for readers as they embark on their IDP journey. In conclusion, this comprehensive guide equips readers with the knowledge and tools needed to implement Intelligent Document Processing successfully. By following the chapters, tips, recommendations, and strategies outlined in this guide, organizations can streamline their document management processes, achieve significant improvements in efficiency and accuracy, and drive tangible business outcomes. The IDP journey begins here, offering endless possibilities for optimizing document management in the digital era.

   Introduction to Electronic Document Management Systems Gerard Meurant,2012-12-02 Introduction to Electronic Document Management Systems provides an in-depth overview of the technology of electronic document management using modern electronic image

processing. It will prove to be a key source of information for management and technical staff of organizations considering a transformation from traditional micrographics-based document storage and retrieval systems to new electronic document capture systems. It will also be useful for those organizations considering improving productivity through electronic management of large volumes of data records.

Document Computing Ross Wilkinson,Timothy Arnold-Moore,Michael Fuller,Ron Sacks-Davis,James Thom,Justin Zobel,2012-12-06 Document Computing: Technologies for Managing Electronic Document Collections discusses the important aspects of document computing and recommends technologies and techniques for document management, with an emphasis on the processes that are appropriate when computers are used to create, access, and publish documents. This book includes descriptions of the nature of documents, their components and structure, and how they can be represented; examines how documents are used and controlled; explores the issues and factors affecting design and implementation of a document management strategy; and gives a detailed case study. The analysis and recommendations are grounded in the findings of the latest research. Document Computing: Technologies for Managing Electronic Document Collections brings together concepts, research, and practice from diverse areas including document computing, information retrieval, librarianship, records management, and business process re-engineering. It will be of value to anyone working in these areas, whether as

a researcher, a developer, or a user. Document Computing: Technologies for Managing Electronic Document Collections can be used for graduate classes in document computing and related fields, by developers and integrators of document management systems and document management applications, and by anyone wishing to understand the processes of document management.

Document Management System (DMS): High-impact Strategies - What You Need to Know Kevin Roebuck,2011 A document management system (DMS) is a computer system (or set of computer programs) used to track and store electronic documents and/or images of paper documents. It is usually also capable of keeping track of the different versions created by different users (history tracking). The term has some overlap with the concepts of content management systems. It is often viewed as a component of enterprise content management (ECM) systems and related to digital asset management, document imaging, workflow systems and records management systems. This book is your ultimate resource for Document Management System (DMS). Here you will find the most up-to-date information, analysis, background and everything you need to know. In easy to read chapters, with extensive references and links to get you to know all there is to know about Document Management System (DMS) right away, covering: Document management system, Adsdoc, Advanced Business Solutions, Advanced Processing & Imaging, Agorum core, Aiki Framework, Alfresco (software), Archivista, Arxivar, Benubird PDF, CBKSoft, ContractExpress, Copyvault, Cygnet ECM,

Datacap, DocSTAR, Documentum, DocuWare, Drop.io, E-bible, CDiscovery, Enprovia, Ever Team, FileDirector, GNU Enterprise, GroveSite, Hyland Software, Image-x, Integrated document management, Jumper 2.0, Knowledge Plaza, KnowledgeTree, Kofax, Legal coding, LogicalDOC, Magnolia (CMS), Main//Pyrus DMS, MES Hybrid Document Systems, Microsoft SharePoint, Nuxeo, O3spaces, ODMA, Open-Xchange, OpenKM, OPIDIS, OrfeoGPL, ProArc, Professional Systems Associates, ProjectSpaces, Qiqqa, ShareMethods, Technical data management system, Tryton, Version One Ltd, WorkSite, Xerox DocuShare This book explains in-depth the real drivers and workings of Document Management System (DMS). It reduces the risk of your technology, time and resources investment decisions by enabling you to compare your understanding of Document Management System (DMS) with the objectivity of experienced professionals.

Effective Document and Data Management Bob Wiggins,2016-04-29 Effective Document and Data Management illustrates the operational and strategic significance of how documents and data are captured, managed and utilized. Without a coherent and consistent approach the efficiency and effectiveness of the organization may be undermined by less poor management and use of its information. The third edition of the book is restructured to take this broader view and to establish an organizational context in which information is management. Along the way Bob Wiggins clarifies the distinction between information management, data management and knowledge management; helps make sense of the

concept of an information life cycle to present and describe the processes and techniques of information and data management, storage and retrieval; uses worked examples to illustrate the coordinated application of data and process analysis; and provides guidance on the application of appropriate project management techniques for document and records management projects. The book will benefit a range of organizations and people, from those senior managers who need to develop coherent and consistent business and IT strategies; to information professionals, such as records managers and librarians who will gain an appreciation of the impact of the technology and of how their particular areas of expertise can best be applied; to system designers, developers and implementers and finally to users. The author can be contacted at curabyte@gmail.com for further information.

Effective Document and Data Management Bob Wiggins,2016-04-29 Effective Document and Data Management illustrates the operational and strategic significance of how documents and data are captured, managed and utilized. Without a coherent and consistent approach the efficiency and effectiveness of the organization may be undermined by less poor management and use of its information. The third edition of the book is restructured to take this broader view and to establish an organizational context in which information is management. Along the way Bob Wiggins clarifies the distinction between information management, data management and knowledge management; helps make sense of the

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of how their particular areas of expertise can
best be applied; to system designers, developers
and implementers and finally to users. The author
can be contacted at curabyte@gmail.com for further
information.

   Domesticating Information Carol E. B.
Choksy,2006 Domesticating Information: Managing
Documents Inside the Organization examines records
and documents as complex business objects and
explores the many different perspectives required
for their management. Viewing documents as
business objects requires a much different
perspective from treating them as cultural
artifacts, where preservation is the primary
concern. When viewed as business objects,
documents must be looked at in terms of
integration with business processes, in defense of
litigation subpoenas, or in the implementation of
information technology. As a consequence, records
managers are business analysts, and therefore are

treated as such in this book. How information technology, the law, archives, and library & information science scholarship address and affect document and records management are all considered. Topics covered include: how to manage documents and records in any environment, hard copy vs. electronic documents, and how to create a foundation for managing records that addresses the needs of business and government. By addressing the needs of business and government, the needs of citizens, business web stakeholders, and archivists are also fully addressed.

   Electronic Document Management Systems Larry Bielawski,Jim Boyle,1997 A user-centered, step-by-step approach to creating, distributing and managing online publications, this book explains publishing concepts, technologies, methodologies and information for choosing vendors. It includes eight detailed vendor profiles.

   Effective Document Management Bob Wiggins,2000 Document management is a key to business success. It has a major contribution to play in delivering effective enterprise knowledge management. This book suggests how this can be achieved in the context of knowledge management and improvement approaches such as business process re-engineering, quality management and Investors in People.

   Information and Records Management Mary F. Robek,Gerald F. Brown,David O. Stephens,1995 Widely regarded as the best in its field, this text reflects the revolutionary changes in records and information management.

   Records Management For Dummies

Richardson,2012-10-16 Here's what you should know to manage data records efficiently With proper electronic data management, your business can lower costs, improve efficiency, eliminate duplication, and be protected in the event of a lawsuit. This book provides an overview of records management solutions and implementation strategies in plain, non-technical English. Step-by-step instructions show you how to begin managing records and information and how to maintain the program once you have it established. Sample forms for inventory, scheduling, and necessary documentation are also available on the companion website. Electronic records management offers cost savings, greater efficiency, and protection in case of legal action; this book gets you started on an effective data management system This plain-English guide helps you determine what constitutes a record, shows you how to inventory records and create an efficient way to file both electronic and paper copies, and explains how to create a retention schedule Walks you through switching to electronic record-keeping, what to look for in a records management system, implementing best practices, ensuring that your system will stay current, and using the system effectively Helps you assure that the destruction of any sensitive information is conducted and documented correctly Records Management For Dummies helps your business save money and improve efficiency with effective electronic records management.

Effective Databases for Text & Document Management Shirley A. Becker,2003-01-01 Focused on the latest research on text and document

management, this guide addresses the information management needs of organizations by providing the most recent findings. How the need for effective databases to house information is impacting organizations worldwide and how some organizations that possess a vast amount of data are not able to use the data in an economic and efficient manner is demonstrated. A taxonomy for object-oriented databases, metrics for controlling database complexity, and a guide to accommodating hierarchies in relational databases are provided. Also covered is how to apply Java-triggers for X-Link management and how to build signatures.

Document Management for Hypermedia Design Piet A.M. Kommers,Alcindo F. Ferreira,Alex W. Kwak,2012-12-06 Migrating from paper-based to electronic documentation is a task that needs careful planning. Electronic texts offer new ways to store, retrieve, update, and cross-link information. Hypermedia documents, in which texts are cross-linked via keywords and in which audio and video files may also be integrated, require new levels of organization and strict discipline from authors, editors, and managers. As documents become living their document managers must control access, privileges, interconnections, segmentation, and flexibility for different readers. This book introduces and surveys these new developments. Based on a wealth of experience in large hypermedia projects, it provides a step-by-step guide to all aspects of hypermedia development, from strategic decision-making to editing formats and production methods.

Document Control Denise Robitaille,2011-09

They're supposed to be useful tools, but whether they're printouts, computer files, flowcharts, or forms, documents can often give more headaches than help. And yet without them, most organizations couldn't function. ISO 9001 and other quality management systems place great emphasis on documents, and for good reason. Documents aren't individual, stand-alone elements of the management process. They're interrelated, formatted in different media, and controlled by various and distinct functions. Keeping critical information current and in the right hands requires more than just signing off on procedures. Document control is essential, but where should you begin? Inside you'll find clear explanations about the document control process as well as practical solutions for creating, organizing, and maintaining documents, including: A discussion of different kinds of documents, including electronic media and QMS requirements Identifying and defining responsibility Understanding the relationship between documents and records Tips for document writers Managing and maintaining documents Issues of accessibility Handling revisions and deviations Writing document control procedures

  Document Management Robert V. Head,1997

  Document Control System Building Alyssa Batliner,2021-06-09 Document management is the process of handling documents in such a way that information can be created, shared, organized, and stored efficiently and appropriately. As such, learning how to create a document management system is critical for businesses. Many businesses

deal with high-stakes information that needs to be kept secure and private or accessed quickly. In such instances, a smoothly operating document management system is essential. But even if your business is of a more casual nature, it is still important to keep proper records for accounting and for the sake of efficiency. This book explains the requirements for compliance with FDA regulations and ISO standards (9001/13485) for documented information controls and presents a methodology for compliance. A well-developed document control system benefits business by: - Improving knowledge retention and knowledge transfer within and across business units - Improving access to knowledge-based information - Improving employee performance by providing standardized processes and communicating clear expectations -Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved - Providing traceability of activities and documentation throughout the organization - Improving organization of and access to documents and data Buy this book now.

Agile Software for Document Control Folarin Omojoye,2020-09-12 Agile Software for Document Control empowers you with the relevant knowledge to understanding the fundamentals of everything you need to know about EDMS implementation and how to select the best solution.The release of the book is at tandem with the foreseeable quest for document automation and collaborative tools due to the impact of the 2019 novel coronavirus (COVID-19) pandemic. With seven concise chapters,

you'll learn about the best EDMS, phases of an EDMS implementation project, key stakeholders, system requirement gathering, how to engage and evaluate an EDMS for agility, simple industry models for calculating EDMS return on investment, ROI, and the deliverables for successful EDMS implementation decision making and project execution.Specifically:*Chapter 1 establishes the meaning of the acronym EDMS. It further explains what it means for an organization to have or not to have an EDMS.*Chapters 2 and 3 enumerate examples of EDMS and the typical benefits of EDMS implementation.*Chapter 4 reveals what the best EDMS is.*Chapters 5 and 6 cover key EDMS capabilities/functionalities and the relevant questions to ask an EDMS vendor.*Chapter 7 takes you through the essential phases of the EDMS implementation project.In the Appendix section, you will find vital tips and information about EDMS project definition, EDMS business case, EDMS Evaluation Matrix, Industry Formula for Calculating the Effectiveness of a Document Management System, Payback Time of an EDMS, and Standards relevant to EDMS Implementation.

Document Management ,1993

Decoding **Document Management**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to

evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Document Management**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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**Document Management
Introduction**

In this digital age, the
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