

Document Imaging/Document Management 101

Document Imaging is the online storage, retrieval, and management of electronic images of documents. Imaging is the process that makes business files and documents electronically accessible. The main method of capturing images is by scanning paper documents. Scanned documents can be retrieved from a PC, eliminating the time-consuming process of locating documents or having to make copies for customers or co-workers. Essentially, a user can type in the criteria needed and the document appears on the computer and can be organized, printed, labeled for other use, or distributed to co-workers or customers instantly via email, fax or both.

Document Management is the process of managing documents and other means of information such as images from creation, review, storage to its dissemination. It also involves the indexing, storage and retrieval of documents in an organized method. Document Management solutions efficiently organize different types of information from different sources (including digitized paper documents) into an integrated electronic system for archival, administration, tracking and distribution purposes.

Document management not only applies to documents but also email messages, reports, images, faxes, digital signatures, electronic forms, computer files, etc. Having a system in place to organize all these aspects of daily business is the goal of document imaging and document management.

Benefits of Document Imaging / Document Management:

Once a paper document is captured, the document can quickly and easily be retrieved and displayed, annotated, processed, routed, distributed to other users and faxed electronically right from a users' desk.

The advantage of converting a paper document into an electronic digitized image is that it may now be routed electronically to a person or group, it may be sent to a recipient via email or fax and it can be viewed by many people simultaneously.

The best part however, is that this electronic image of a document never has to be returned to a file room or re-filed. Document scanning and indexing is a simple and quick process when compared to preparing and labeling file folders and filing them.

The process of document imaging/management brings businesses closer to the dream of an ecologically friendly, paperless office because it allows the retention of the electronic copy instead of printing file copies.



What is the difference between document imaging and document management?

Document Imaging and Document Management both involve a process where images of paper documents are electronically captured and stored. Both involve the scanning of paper documents, converting them into electronic images of the paper document.

The addition of non-image documents, such as word processing documents, spreadsheets, presentations, email, etc. is the basic point of differentiation between document imaging and document management. With a document management solution, paper files in addition to electronically generated documents such as MS Word, MS Excel, etc. can also be stored in their original format without the need to scan them.

Depending upon needs, document management also applies to email messages, reports, images, faxes, electronic/digital signatures, computer files, electronic forms, etc. Having a system in place to organize all these important aspects of daily business is the goal of document management.

Why is docSTAR More Than Document Imaging?

docSTAR offers all these document imaging benefits, plus much more. The docSTAR solution takes imaging to the next level with Document Management.

The docSTAR document management system is a total solution that scans, stores and retrieves paper and electronic documents quickly and easily. Plus, docSTAR gives businesses the power to store over 150 types of computer file formats in their true, original format and retaining all the special features inherent in these documents. Whether it is a MS Word document, CAD drawing or email message, docSTAR allows users to gather, store, and access all documents, images and data related to a customer, vendor or employee in one central location. Having all documents together in one central location improves customer service and makes the business more responsive, efficient and productive.

Effective document management with docSTAR helps companies become better organized. Effectively organizing documents all of types makes retrieval faster. Quick and easy retrieval makes employees more productive, as they spend less time searching for what they need. This makes customers happier, as they get what they need faster.

What really sets docSTAR apart is its natural fit into day-to-day business operations. People want to use docSTAR because it's easy to learn, easy to implement and easy to use.

No other document management system gives you the power of docSTAR to cut your costs, improve your responsiveness and dramatically enhance your productivity.



docSTAR boosts bottom lines and ROI by letting businesses:

- Use your space to generate profits, not store tons of paper
- Increase employee efficiency
- Improve customer service
- Eliminate misplaced or lost files
- Access documents instantly from any PC, across a LAN, WAN, or via the Internet
- Easily scan paper documents and convert them to digital images
- Instantly find any document
- Automatically create backups of your files
- Secure documents from unauthorized access
- Let multiple users access documents simultaneously

Simply put, document management systems can transform the way businesses operate. Whether by solving a paper problem or simply improving the way handle electronic files are handled, the right document management system can provide a wide range of benefits for businesses large and small. ***And docSTAR can help.***

