**DOCUMENT MANAGEMENT SYSTEM**

**OBJECIVE**

* Improved Efficiency: The document management system aims to streamline processes, automate tasks, and eliminate manual paperwork, ultimately improving the overall efficiency.
* Efficient Workflow: Improve the efficiency and productivity of the system processes by automating manual tasks, streamlining workflows, and reducing administrative burdens.
* Resource Optimization: Optimize the allocation and utilization of resources by providing insights into usage and file duplicates.