**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.