Document Management market solutions

Even if we live in a digital age, there are still many businesses that rely on paper to transmit or back up information. Some experts estimate that 85% of small-to-medium-sized businesses are using paper-based methods to process information. Many experts talk these days about the benefits of “going digital” but, unfortunately for many small-to-medium-sized businesses the mountains of paperwork makes them look like they are far away of digital age.

Thankfully, there is software to help bring them, and their documents, into the 21st century. The main issue is that making the right software purchase requires a lot of research, and because there are many Document Management Software Solutions, all with various abilities and features it is very hard the find the one that best fits a specific business.

Generally speaking, a document management system provides a framework for organizing documents. These types of systems relies on scanners to convert paper documents into digital versions. Quick access to any document or file is provided through sophisticated search engines.

Most general functions of this types of systems are:

* Storing different document types (word-processing files, emails, spreadsheets, PDF)
* Searching an entire library of documents/files using keywords
* Capacity to restrict access to certain documents
* Monitoring viewers of the documents
* Store and retrieve previous versions of documents
* Make regulations for deleting out of date documents
* Interacting with documents via mobile devices.

Based on the hosting environment, currently on the market are two types of document management systems: self-hosted or cloud-based solutions. Both types of system share the same set of features but they have several differences.

On **Self-Hosted Document Management Systems** the software is stored inside company's own servers, so the company can store as many documents and files as the server allows. In most cases the software has a one-time cost that varies on the number of users, but there are also some software solutions that charge an initial fee as well as license fees for each user.

**Pros**: The most important benefit of a self-hosted document management system is that you have full control of the system and you are not relying on a third-party to keep the servers up and running. Another benefit is that the documents can be accessed offline so you are not depended on the World Wide Web infrastructure.

**Cons**: There are large upfront costs, as well as extra yearly expense of updates. In addition is your responsibility to put in place a proper backup system since the files aren’t being saved in the cloud. Another issue is that there are some software solutions that are not supported by al operating systems on the market.

On a **Cloud-Hosted Document Management System** the software is hosted by a provider and is accessible online. A user can access these systems form any device that has an internet connection. Most providers charge a monthly fee for each user. Also, the provider supports the costs with software and infrastructure updates.

The most important functionalities and features that businesses should look for when choosing a document management solution are:

* The system should provide an easy-to-use file structure that is intuitive for users (cabinet-drawer-folder approach)
* Wide variety of options for finding files. A searching feature not only by the file name but also by the content inside the file
* The system should be easy to use in order to be quickly adopted by the users
* The system should be accessible from various devices (desktops, smartphones, tablets)
* Easy integration with already used programs (email client, CRM software)
* The system should be secured. A user can access a document only if he has permission.

Here are some examples of popular Document Management Systems that cover a variety of business needs.

1. **PinPoint** (for small business)

It is a self-hosted system that's compatible with Windows and Mac OS’s, and a cloud-based solution. Both systems are easy to use and have the exact same functionality and features. Compatibility with both types of operating systems ensures that everyone in the office has access to the system regardless of the type of operating system they use. Files are stored in a traditional file-cabinet-and-folder approach. Can be created as many cabinets, and folders within them, as the users like. There are three ways to add documents in the system: importing them from computer, dragging and dropping, or scanning them. It offers several ways to search for documents. The user can browse through the list of cabinets and folders, search within a specific cabinet and folder, or look for certain document type. Also, the system is able to conduct optical character recognition (OCR) searches based on the content within documents, and a metadata search based on a criteria that is established when importing the file. The system is integrated with Microsoft Office and several other commonly used programs. These integrations allow users to save files they’re working on with these programs into the system with just a click of a button.

1. Dokmee Cloud (low-cost document management system)

It can be run from any computer or mobile device with internet connection. The cloud-based system has five pricing plans, including a free one. There is no software to buy, the client pays a monthly fee for the service. For storing documents, Dokmee Cloud uses a cabinet-and-folder approach. The user can create as many cabinets, and folders as he likes. Documents can be stored by uploading or dragging and dropping files from computer, and by scanning them directly into the system. The system integrates with Microsoft Office applications package. Files can be searched by file type, the date they were uploaded into the system and specific keywords within the content. Documents can be edited within the system. The user can update the files, view previous versions, merge files, and cut, copy, and paste files and folders. These tools save time by eliminating the need to open the documents in a separate program.

1. FileHold (document management for Windows)

The system uses the same filing structure as Windows Explorer. It has similar features as the systems previously presented, but we need to point out that the system keeps an audit log of everyone who accesses each file, and allows workers to review previous versions of documents. For businesses with remote workers, the system is accessible from via any internet-connected computer or mobile device. When users use a remote connection the software allows them to search, retrieve and work on any document saved in the system

[Document Management Software](https://www.capterra.com/document-management-software/) is a great resource for importing your paperwork, capturing images, tracking changes and shrinking your paperwork mountains into paperwork molehills. With its ability to increase efficiency and handle greater volumes of data, document management is expected to be one of the [most important investments a firm can make](http://www.datamatics.com/insights/articles/emerging-trends-document-management-systemdocument-management-system-way-forward) in the next few years.