

# What is a **Document Management System?**

A beginner's guide to managing documents from paper to intelligent automated workflows.



**The Swenson Group**  
*People · Passion · Purpose*

Educational eBook Series

## How organized is your business information?



The pandemic has forced businesses to become “paper-lite” by the sheer nature of how, where and when we work. Simply converting paper documents to intelligent digital files isn’t enough.

Everyday knowledge workers wrestle with version control, manual steps, unsecure access, and collaboration issues simply because their information is unorganized.

Critical, time sensitive information that’s trapped on someone’s computer, shared drives or other silos that stifle workflow productivity and create avoidable security threats.

## DOCUMENT MANAGEMENT DEFINED

Document management refers to the automated system or process use to store, track and capture electronic documents such as PDFs, processing files and digital versions of paper-based content.

With a document management system, you’re able to effectively digitize, tag, organize, secure and automate business processes using a more structured, systematic approach to drive business efficiency that can achieve more, faster and with fewer errors.

Are you managing your documents or are they managing you?

81%

of remote workers  
need access to  
corporate documents.

Office Tech Insider

92%

of professionals  
collaborate on and  
review documents via  
email.

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50%

of a knowledge  
worker’s time is spent  
on creating and  
preparing documents.

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What is a Document Management System?

Could your business benefit from a document management system?

## Common Challenges

Paper based processes requiring human effort cause avoidable delays, errors & security threats.



### Paper-Intensive Processes

Lack of digitization & reliance on hard copies



### Manual Steps

Time consuming tasks



### Silos of Information

No centralized, digitized repository



### Slow Approvals

No digital signatures causing delays



### Exposing Confidential Information

Unprotected files and no user restrictions

## Popular Solutions

Digital transformation opportunities drive productivity, collaboration and security protection.



### Paper to Digital Files

Save time, space & costs



### Automated Digital Workflows (AI)

Faster cycles, less errors



### Centralized, Searchable Repository

Simplified collaboration, indexing & version control



### Digital Signatures

Quicker approvals



### Secure, Restricted Access

Risk mitigation with user permissions



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## Self Assessment Questions

Find out if a document management system could help your business.

	YES	NO
1. Do you have a digital, centralized repository for secure collaboration?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your organization transitioned from paper to digital documents?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you automated your AP & AR processes?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you still store documents in filing cabinets or storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you implemented a document management system?	<input type="checkbox"/>	<input type="checkbox"/>

Need help? We're ready when you are.

### About The Swenson Group

The Swenson Group is an award winning, privately owned Managed Service Provider that provides IT services, document management and office equipment at a low predictable monthly expense.

**Ready to learn more? Set up a demo with Sales Manager Jeff Chimienti at direct line: (925) 493-7231 or [jchimienti@theswensongroup.com](mailto:jchimienti@theswensongroup.com).**

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