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How Document Management Benefits Small and Medium Businesses

With smaller staffs and fewer resources, small and medium-sized businesses (SMBs) face greater constraints than large organizations, and as a result can find a document management solution even more beneficial than their larger counterparts. Improved efficiency and cost-effectiveness can help an SMB compete with the big boys.



Here are some of the ways a document management solution can benefit your SMB:

No more storage hassles – By converting paper documents into digital files, document management makes storing information more efficient and cost effective. Manual filing becomes a thing of the past, and there is no need for bulky storage cabinets and costly off-site storage.

Fast, easy retrieval – Storing your data digitally also makes it easier to locate the information you need. Indexing by a variety of criteria leads to instant, on-demand retrieval of documents or files.

Enhanced security – Privacy features allow you to control who has access to what information in your company, by individual or department. Access can be also be restricted to limit who is allowed to view, edit, or delete files.

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