

# Document Management Systems

## What is a Document Management System?

A Document Management System (DMS) helps organizations improve efficiency, collaboration, and compliance by securely storing, organizing, sharing, and tracking electronic files.

## Why use a Document Management System?

- **Accountability:** Track document access, edits, and ownership to ensure responsible use.
- **Communication:** Centralize documents for easier collaboration and information sharing.
- **Transparency:** Maintain version history and access logs for clarity and oversight.
- **Efficiency:** Streamline storage, retrieval, and organization and reduce errors.

## Important Considerations when Choosing a System

Organizations use DMS to organize, track, and manage internal policies, quality improvement initiatives, standard operating procedures, and more. They offer:

- User-friendly interface
- Real-time collaboration
- Robust security and access controls
- Audit trails and document recovery
- Cloud-based access
- Advanced search and categorization
- Training and customer support
- Cost and scalability

**Table 1:** Top Document Management Systems and Key Strengths

System	Key Strengths
SharePoint	MS 365 Integration, Workflow Automation
OnBase	Finance Workflows, Approval Routing
PolicyTech	Policy Compliance, Integrated Reminders
ServiceNow	Accessibility Compliance, Workflow Automation
Monday.com	Visual Task Tracking, Team Collaboration
Simpplr	Intranet, Content Sharing
ellucid®	Policy Lifecycle Management, Audit-Ready
DocuWare	Intelligent Indexing, Secure Storage
Google Drive	Real-Time Editing, Ease of Access
Laserfiche	Process Automation, Analytics