

Document management system PaperOffice - ideal for small and medium-sized enterprises

Efficient document management systems pay off in the long term

The screenshot displays the PaperOffice 2019 R11720 interface. On the left is a sidebar with a 'My quick view' section containing links like 'All available documents', 'Most viewed', 'Recently viewed', 'Recently added', 'Last modified', 'Favorites', 'Watch list', 'Now in processing by me', and 'Now in processing by others'. Below this is a 'My PaperOffice documents' section with a tree view of folders including 'Private archive', 'Addresses', 'Hotels', 'Restaurants', 'Business cards', 'Work', 'Car', 'Bank', 'Loan', 'E-Banking', 'Correspondence', 'Powers', 'Orders externally', 'Accounting', 'Credit card statement', 'by date', 'Receipt', 'Bill', 'Instructions for use', 'House or apartment', 'Gas suppliers', 'Internet providers', 'Estate agents', 'Lease or purchase contract', and 'Renovations'. The main area shows a document titled 'Phone Bill' dated 09/09/2019. Below it are other documents like 'Employee Timcard', 'Building insurance statement of values', 'Document folder', 'Power of Attorney', and 'Authorization to return goods'. On the right, a 'Monthly Statement' from mt&t is displayed, showing account details for JOHN DOE, MAIN STREET, DEMO CITY, and a billing date of Sep 20, 2019. The statement includes a table of payments and adjustments, a table of charges, and a total amount to be debited of \$43.32. A yellow sticky note is pinned to the statement with the text 'Call back customer regarding invoice'.

Frankfurt, Nov 14, 2019 (Issuewire.com) - The term **document management software**, DMS for short, describes a tool whose functionality goes far beyond the heart of the matter. The original approach, the logical archiving of digital data on single-user computers or in networks, almost inevitably entails additional functions.

It is only sensible to use, instead of many different programs, only one dedicated to the management of data. Especially if this program is equipped so that it connects via corresponding interfaces with other programs, such as the **ERP** or the **accounting software** of a company. PaperOffice DMS is such a tool with multifunctionality, quasi the Swiss army knife on the hard disk or the server, whereby the origin of PaperOffice is not to be found with the Confederates, but in Harsewinkel in the Münsterland. However, that is already 17 years back and during this period PaperOffice set out to conquer the world.

Today, around 900,000 users across the globe are convinced of the capabilities of this document management program. One of the reasons for this is the fact that the **PaperOffice** team never stops evolving, this is reflected in the already often achieved price-performance victory in various publications. It is a constant process of improvement regarding PaperOffice and, as far as possible, it stays often one step ahead of the competition. For example, in terms of the use of artificial intelligence or the integration of **NAS** servers.

Here are just 5 important points described with which PaperOffice goes beyond expectations:

Point 1: Central information management

PaperOffice DMS is the omniscient memory of many SMEs. For this purpose, the folder structures of the managed computers or servers are structured uniformly. Duplicates are tracked down as if by magic - the user is informed and can decide how to proceed further. Analog documents read in via the scanner interfaces are converted to digitally editable documents via the integrated OCR text recognition function, and prepared on the basis of master data and a keyword index so that the integrated search engine only needs a fraction of a second to find certain documents, even if the User barely knows what it's all about. Recently edited documents will, of course, be listed in a preview.

Point 2: Versioning

In companies, but also in authorities or associations, documents go through several processing steps, even by different people or departments. The problem with conventional office software is that only the most recently edited version is available and changes or entries previously made have sometimes been overwritten or deleted. PaperOffice prevents this by creating a history for each document containing when and what has been edited. Any version of the document can be restored as needed.

Point 3: Legal provisions

The observance of retention periods or the storage of original documents has lost nothing of relevance even in the digital age. For this reason, PaperOffice has laid down the principles for the orderly management and safekeeping of books, records, and documents in electronic form as well as for data access (GoBD) according to the German governmental financial administration.

Point 4: Perfected workflow

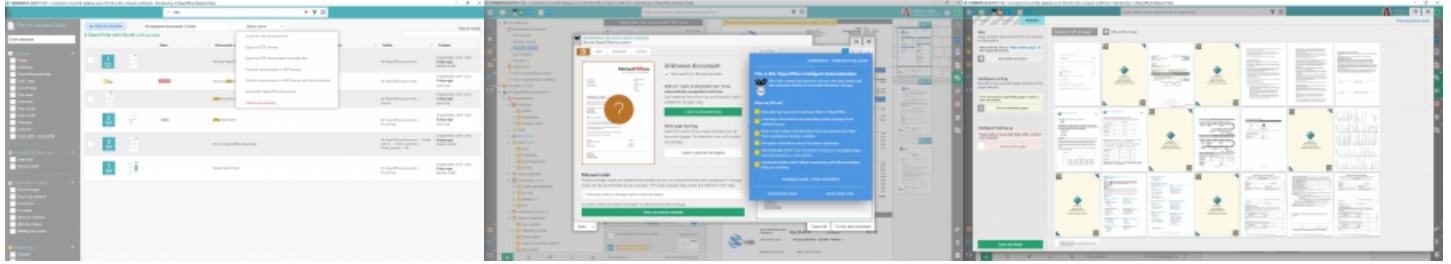
What could be better than integrating the control of projects, processes or instructions into document management? For example, **PaperOffice DMS** enables the allocation of group rooms in the network, including the control of it.

Assignment of tasks is also one of the functions in PaperOffice, in which not only documents as a whole, but certain areas of the document, such as an invoice total or address, can be defined as a task. You can form teams and mark tasks as "done", add comments to tasks, and much more.

Point 5: AI-based automation

Accounting is important, but also constantly repetitive and it is usually provided with only minor changes operations. Nevertheless, it is labor-intensive. At **PaperOffice DMS**, there is a feature called "PIA" and is integrated artificial intelligence. Its task is, among other things, to create templates and forms from master data, recognize them and storage them fully automatically.

There are more important points in PaperOffice DMS, but the best thing is to just test the software to check them out for yourself.



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Source : PaperOffice Europe

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