
Electronic Document Management

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Early History of Electronic Document Management

Electronic document management, also referred to as EDM, is an improved document management system. It was mainly designed to monitor electronic documents. These are files or documents that are commonly stored on the file systems of the local user. The early EDM systems or Electronic document management systems were mainly developed to look after files of proprietary concern and they operated on a restricted number of formats. Many of such Electronic document management systems were referred later as document imaging management systems since their primary concern was to scan, save, retrieve and index the documents that contain images. These EDM systems were used by different organizations to scan faxes or forms, save the images as files and put them in the repository for quick retrieval and security purposes.

Later Developments in the Wing of Edms

The Electronic document management software has developed to a point where it can manipulate any kind of file format. The applications started growing over a large scale to encompass collaboration tools, auditing capabilities, security and electronic documents. These Electronic document management systems act as a backbone for a wide range of processes that re concerned with storage, keeping tracks and retrieval of a number of electronic documents. One of the greatest benefits of an EDM is the fact that it is capable of acting as a powerful stand alone machine and can meet all electronic document management requirements of an enterprise.

Features of Edms

Some of the main features of EDMS are data capture, integration, workflow, document retrieval, concurrent access, version control, concurrent version systems and security. Most of the features are self explanatory. Data capture is done using an OCR tool. Documents are retrieved quickly with the help of indexing. Integration is the process of standardizing the accessing of documents thereby resulting in smooth transfer of data between EDMS and applications. Workflow involves forwarding of appropriate documents that require immediate processing to the concerned users. Version control feature allows the EDMS to manage and track different versions of a single piece of information. Concurrent access and concurrent version are two types of version control. The former locks the data to prevent two users simultaneously accessing data while the latter enables concurrent use by maintaining a master copy of the data.