

## High-end Document Management for the Masses

By Rex Lamb

*"Imagine your critical corporate information, accessible from anywhere in the world and always up-to-date. Start using the power of the Internet to drive your document repository!"*

Every business or organization, regardless of their size, has certain common characteristics and challenges. They all have documents and information that they need to organize, manage and control in order to ensure their success. Whether they use Quick Books or a high-end ERP solution, they all generate invoices, process payables, have human resource files and have to complete tax forms. Comparatively, if they are a one-doctor clinic or a 500-bed hospital they have to keep medical records and process EOB documents.

Today, information and the documents generated from it are created from multiple sources and stored in many forms. Every organization has Word documents, emails, faxes, paper documents and many other document types. The question is: how do they bring all these pieces together to create a history of their activities, provide customer support and comply with government regulations? Document management solutions are the answer.

In the past, the solutions that would allow organizations to build enterprise systems to manage these challenges were financially out of reach to all but the very largest. They were faced with very few options other than printing everything to paper and filing it in traditional manual filing systems or scanning the paper into a basic imaging system. Even though these systems marginally worked, they limited growth, consumed human resources and created regulatory compliance issues.

Two developments over the past few years have changed this paradigm. These are the introduction of web technologies and hosted services. Together, both of these have reduced the internal infrastructure required to deploy and support document management systems, while lowering the total cost of ownership to the point where document management solutions are within reach of all organizations.

### About the Author: Rex Lamb

*CDIA+, 25 years experience in the records management industry including software and hardware development, scanning services and development of imaging hosted services.*

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*(Continued on back page.)*

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These systems, like FileBound developed by Marex Group Inc., allow organizations of any size to design a document management solution to meet their needs. With FileBound, you can capture content from any source, whether its scanning paper or importing emails and faxes or documents created from other applications. Once imported into FileBound, this content can be routed down pre-configured workflows, stored and securely accessed from a web browser or published for website access.

Everyone needs document management and with FileBound, organizations can choose to adopt it as a hosted solution using the FileBound On-Demand service. Or, implement it as a simple network appliance with FileBound Express. Or, license the solution and install FileBound on an IT infrastructure. This clearly demonstrates a paradigm shift, which makes high-end document management systems available to all.

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