

Digital Management of your Growing Pile of Documents Simplified With Helpful Software

Just about every business under the sun deals with a mountain of paperwork. Certain industries deal with more than others, but over time your business is bound to accrue a ton, whether it's digital-only or a combination of hard copies and digital files.

While small businesses certainly don't deal with the same amount of documents as multinational corporations, they also don't have nearly as many people to deal with the documents. That's where document management software can really come in handy for small businesses.

Document management software may not be something you're aware of as a small business owner, but it's almost certainly something your company can use—especially if it's just you running your business.

What Is Document Management Software?

Document management software is a program that allows you to store, [organize](#), sort, and retrieve documents related to your business. While you can already do that with a series of folders, there are a few reasons document management software works much more efficiently, particularly if you're dealing with years and years of invoices, records, and payment data.

Finding Documents

When you save files in a series of folders, you likely save documents by type when you're not using a file management system. That's fine when you have a handful of documents, but when you have hundreds or thousands and need quick recall, you may not be able to locate the right file. Locating older files becomes especially difficult when you're forced to sort through documents not knowing where, how, or when they were saved to your system.

With document management software, you can search for documents by using metadata that you put in the document when you save it. For example, you could include the date of a finished job, the day an invoice is created, the client's name, or any other relevant data. Best of all, with metadata you can include multiple tags so you can search for the same document in a variety of different ways and actually find it quickly—even if you don't remember all the specifics of the job.

Can I Afford Document Management?

Many small business owners are concerned with keeping costs down, and for some the idea of implementing document management software into their systems makes them see red—literally and figuratively.

While some document management systems with complex parameters and custom features can be somewhat expensive, most small businesses don't need expensive systems. In most cases, the most basic of document management software can be very helpful for storing, organizing and retrieving documents.

Small business owners often don't think they really need document management software—until they have a problem finding or retrieving an important document. For some business owners, this can result in a loss of business or result in you looking unprofessional in front of clients or vendors.

Incorporating document management software into your system can also make you more professional in your work and allow you to focus on getting and doing your work without having to sort through endless files on a regular basis.