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Custom Document Management Software

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Introduction

Efficient document management creates an environment of productivity. With software that manages and stores documents, the need for multiple entries of the same data can be reduced to a single entry that the document management system fills in on other forms to reduce keying errors.

Problem Statement

Manually entering data for individual customers in different document systems is time consuming and can be error prone. This increases the amount of time spent on quality control and updating records as well as making it more difficult to find the particular data that is needed.

Previous Options

The previous options to this issue have been purchasing multiple pre-packaged software systems that may or may not work together. This meant any customer or distributor information changes would have to be made in multiple information systems with no easy or efficient way to update all the recorded documents at once.

Apex Solution

With Apex Software's custom document management programs complex information can be entered once and repeated in multiple data banks. These data banks contain information specific to your business rather than generic information that you may or may not need, and can be further customized with information that may be only needed by your particular business.

Reduced Keying Errors

Custom Document management can reduce or eliminate entering the same information, creating a more efficient system for managing information.

Business Specific Information

Document fields are created to your specifications rather than just generic information fields. With a reduction of information holes in records and each record being more complete custom software can greatly reduce the need for frequent verification against paper records due to incomplete documents on the computer.

Case Study

A law firm had solicited Apex Software to create a custom document manager to keep complete records of payments, amounts due, legal proceedings in court, as well as keeping all this information along with specific information about the customers in a document manager that notified billing, the attorneys, and the legal department when specific actions were to take place. This combined with a one entry system that updated the whole system of information changes rather than having to update each database one at a time. This allowed the law firm to move five interns and two full time employee off of record entry and verification to areas where they could be more productive which

saved $160,000 a year in costs for data entry and records keeping.

Implementation

Apex Software's custom document managers are created in phases. After each phase of the production is complete, a software roll out takes place where the document managers are updated for all the users at once. After each roll out, the developer talks directly with you and your employees to ensure that it is what you expected and to make any changes that are desired for the next roll out. This will give you flexibility in the information stored and how it is presented that many pre-packaged software managers' lack as well as having real time discussion with the developer working on your specific project.

Summary

Custom document management can give your company an effective and efficient way of storing all the data your specific business requires. This will eliminate the need for multiple software packages to do a single task as well as the need to update information in different document storage programs. With custom document storage you get exactly the data you want stored that can be displayed in a quick and easy to read format. With this reduction in information entry to one single system, your business can more effectively keep records and more efficiently find information.