

DIGITAL DOCUMENT MANAGEMENT AND AUTOMATION

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ABSTRACT

This article analyzes the processes of digital document management and its automation. The benefits and challenges of managing digital documents, their circulation, and automating these processes are considered. Issues such as optimizing the performance of organizations using digital technologies, effective data management, and ensuring the security of digital documents are discussed. This article reveals the importance and future of digital document management and automation.

Keywords: Digital document management, automation, document management, data security, organizations.

INTRODUCTION

1. Digital Document Management: Definition and Importance

Digital document management refers to the implementation of the processes of creating, transmitting, receiving, and storing documents in digital format. This process provides an opportunity to increase the efficiency of organizations, save time, and manage data more conveniently. Digital document management consists of the following main stages:

Document creation: The process of preparing digital documents, for example, involves the use of text, graphics, and other elements.

Document Transfer: The transfer of documents in digital format via email, intranet, or other digital platforms.

Document Storage and Management: Provides the ability to securely store, organize, and search digital documents.

2. Benefits of Digital Document Management

Digital document management provides organizations with a number of advantages:

Efficiency: Digital document management processes are faster and more efficient than traditional paper documents. When the process of searching and finding documents is automated, time can be saved.

Security: Digital documents are stored securely and access rights can be assigned to them. This reduces the risk of data loss or damage.

Connectivity and Collaboration: Digital document management systems facilitate the exchange of information between teams, which speeds up workflows.

3. Automation: Taking Organizations One Step Ahead

Automation is an important tool for making digital document management more efficient. Automated document management systems facilitate the following processes:

Document management: It speeds up the process of automatically approving, processing and storing documents. These processes are less dependent on the human factor, while simplifying work processes.

Data analysis: With automation, it becomes easier to collect and analyze statistical data on documents. This helps organizations make data-based decisions.

4. Challenges and Limitations

There are a number of challenges in digital document management and automation:

Technological challenges: For some organizations, implementing and using modern technologies can be difficult. This requires data migration and learning new systems.

Security issues: It is important to ensure data security in the process of digital document management. There may be a risk of hackers and data loss.

5. Future Trends

Digital document management and automation processes are expected to develop further in the future. As Uzbekistan's digital economy grows, digital document management systems will also be updated. The following trends are expected in the future:

Artificial intelligence and automation: The possibilities for automatic correction and analysis of documents using artificial intelligence will expand. This will make business processes more efficient.

Cloud technologies: Storing and managing digital documents on cloud platforms will create additional convenience for organizations. This method provides access to information from anywhere and at any time.

CONCLUSION

Digital document management and automation are important for modern organizations. These processes help optimize learning and work performance. Digital document management systems and automation technologies play an important role in increasing the efficiency of organizations. However, it is necessary to pay attention to the correct use of technologies and security issues.

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