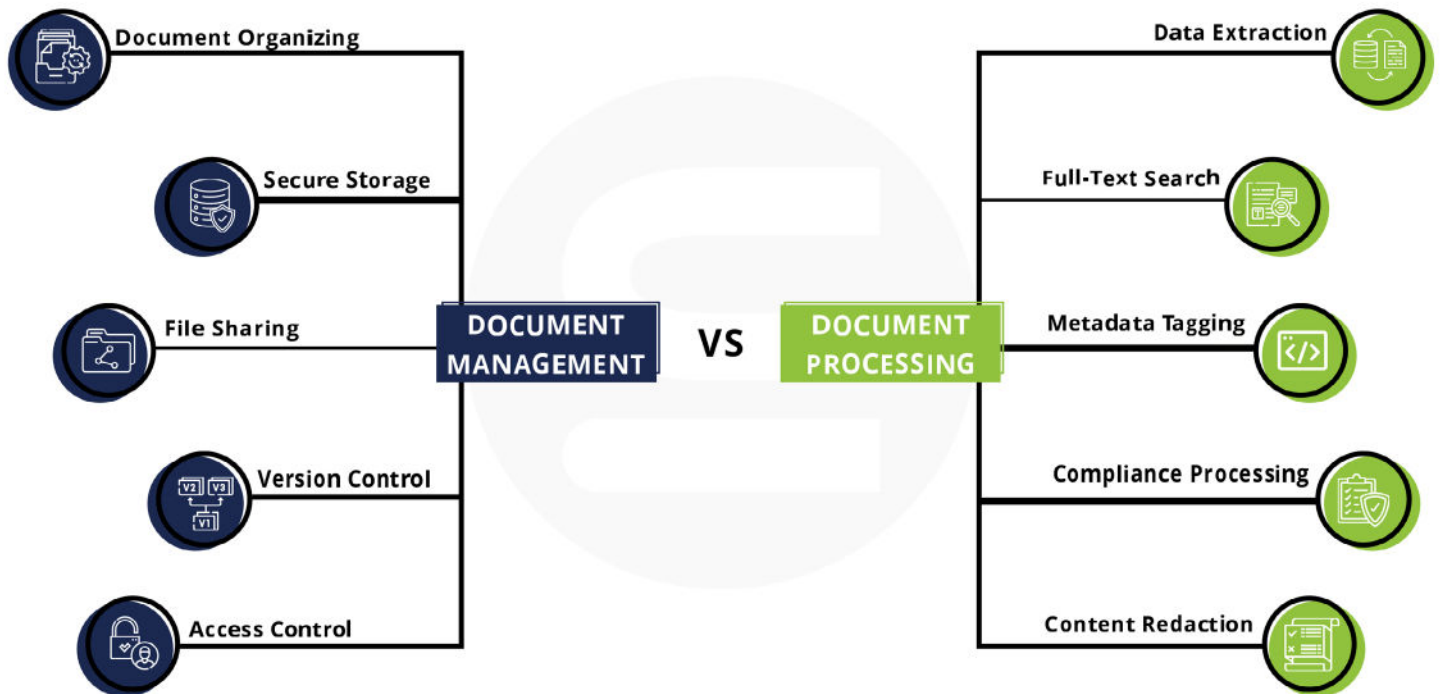


# Document Processing vs. Document Management

Today, organizations worldwide grapple with the challenge of managing extensive repositories of physical documents that contain essential operational data, creating navigation and accessibility hurdles. **Despite global digitization, there's a significant challenge in efficiently retrieving information from physical archives, particularly evident during and post COVID-19 pandemic.** According to the [Federal Agency Records Management Annual Report \(2022\) by NARA](#), 90% of U.S. government agencies acknowledge the importance of digital document management and have implemented related directives.

In this blog, we'll explore the crucial distinctions between document management and document processing, underscoring their significant roles in facilitating the shift from physical to digital records and why document processing is increasingly indispensable for organizations such as federal agencies that rely on the quality and accuracy of information for their daily operations.

## Unleashing the Power of Document Processing for Advanced Document Management



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## The Core Distinction

To grasp the fundamental distinction between document management and document processing, let's begin by examining their unique roles in the realm of document handling. **Document management primarily revolves around organizing, storing, securing, and tracking documents, often facilitated by a Document Management System (DMS). In contrast, Document processing focuses on the content within documents, with the goal of extracting and analyzing the data within documents using powerful techniques such as Machine Learning (ML) and Natural Language Processing (NLP), enhancing it to automate tasks, extract**

**valuable information, facilitate easy search and retrieval, and ensuring regulatory compliances.**

Document processing and document management, while related, have important differences in how they impact organizations and make information more useful. Let's take a closer look at some of their key differences below:

## 1. Accuracy of information retrieval

When working with a large number of documents, it is essential to locate the right information quickly. Traditional document management systems are not very good at this, as they rely on basic search capabilities based on keywords and predefined metadata fields or on hierarchical folder structures used for document organization. These approaches often lead to inaccuracies in information retrieval, especially while working with large volumes of documents.

On the other hand, robust Document Processing augmented by AI/ML and NLP techniques can significantly enhance document handling and information retrieval. **By extracting and analyzing the content within documents, Document Processing solutions can automatically tag and categorize documents based on their content, resulting in the creation of custom taxonomies.** This, in turn, leads to enhanced document categorization, resulting in a more efficient and accurate information retrieval process.

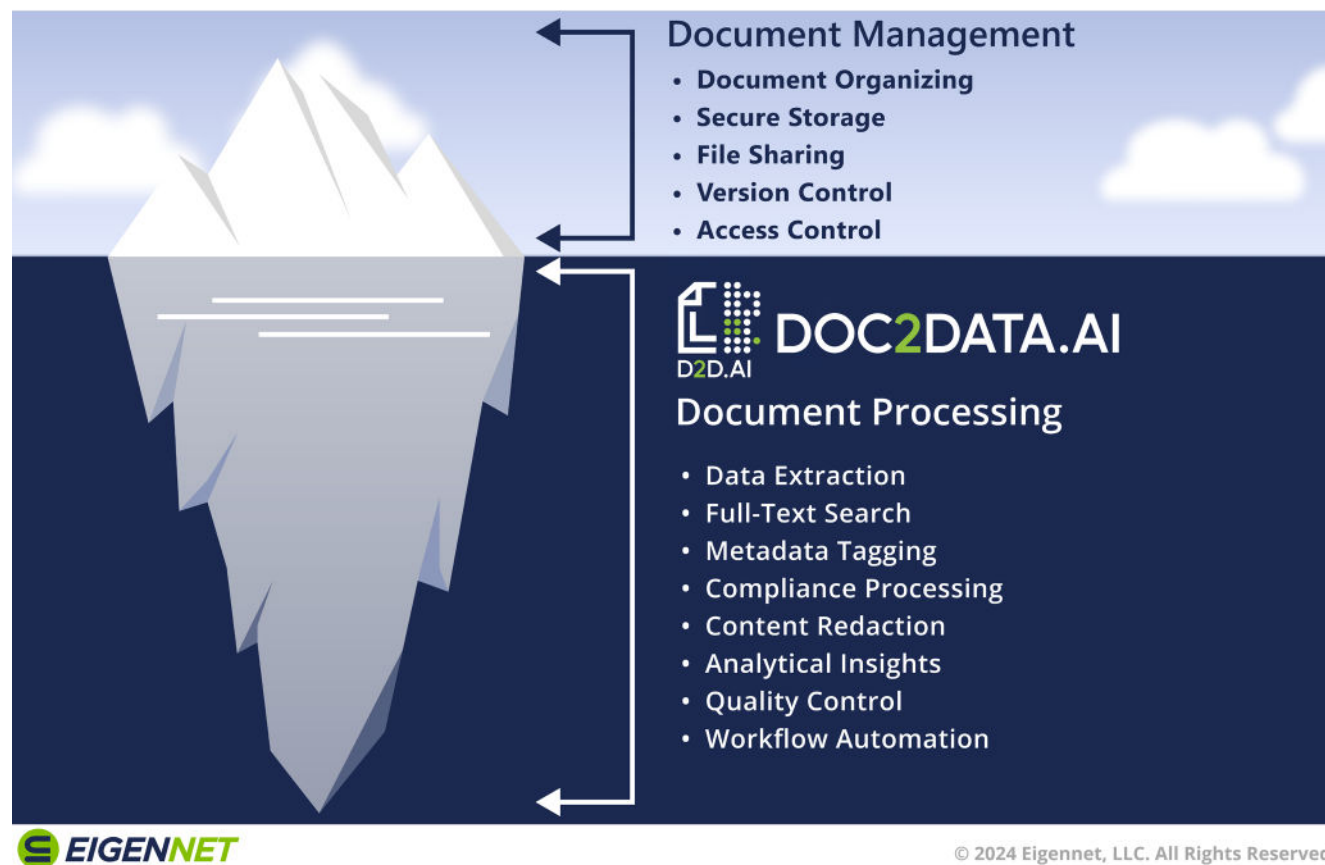
## 2. Workflow Automation

Traditional document management systems offer basic workflow features, that often rely on rule-based processes and manual initiation for tasks like document approval and routing. These systems typically lack automated data extraction capabilities, leading to the necessity of manual data entry, especially for tasks like inputting data from invoices, handwritten documents etc. **In contrast, through document processing, that harnesses NLP to automate data extraction from documents, the need for manual entry is eliminated and accuracy is enhanced significantly.** By properly understanding context and meaning within documents, document processing allows for the creation of customized workflows tailored to specific organizational requirements allowing organizations to achieve a higher level of automation.

## 3. Document intelligence

Traditional Document Management Systems (DMS) are like digital filing cabinets, that are useful for storing records and enabling remote document access within organizations. However, when it comes to uncovering valuable insights, identifying trends, and understanding the document content they require human intervention. Organizations must manually sort through stacks of documents with complex content as the data inside these documents is usually unstructured. **But, with efficient Document Processing, users can effortlessly extract actionable insights and get a better understanding of documents.** This is achieved through advanced technologies like Natural Language Processing (NLP) and Artificial Intelligence (AI) that effortlessly handle unstructured data. With document processing, documents become searchable with tangible metadata attributes. Organizations can quickly access valuable insights with a simple click, getting results in seconds instead of hours or days

## Beneath the Surface: Unlocking Advanced Document Management With The Power of Document Processing



### Introducing the Game-Changer : Doc2Data.ai

Despite the remarkable progress made by document management systems in integrating technologies like generative AI, they still fall short of achieving perfection. However, for organizations, particularly government agencies, the pursuit of 100% accuracy is not just a preference but an absolute necessity. Document processing suites, enhanced through collaboration with humans, possess the ability to significantly enhance accuracy, thereby fostering genuine efficiency in document management. This heightened efficiency not only enhances the overall operations of the organization but also results in substantial cost savings, all while ensuring the delivery of top-tier services. **In conclusion, it is evident that organizations embracing document processing capabilities are not only streamlining their operations but also unearthing valuable insights that were previously concealed within their documents.** By harnessing document processing technology, organizations bridge the divide between data and actionable information.

**Doc2data.ai** – Eigennet’s powerful document processing and automation tool. Doc2data.ai can easily integrate with existing DMS solutions for organizations that want to get more out of their existing document management infrastructure. Doc2data.ai is equipped with suite of capabilities including data extraction, automated metadata tagging, PII redaction, automated compliance processing (NARA, FADGI, HIPAA, 508, etc.), and quality control of document text using Machine Learning, among other features. By augmenting their existing DMS with Doc2data.ai, organizations can streamline workflows, ensure regulatory compliance, and enhance information retrieval with minimal manual effort.