DocuWare

5 Ways AI Can Improve Your Document Workflows

Work should be easy, even when documents are everywhere

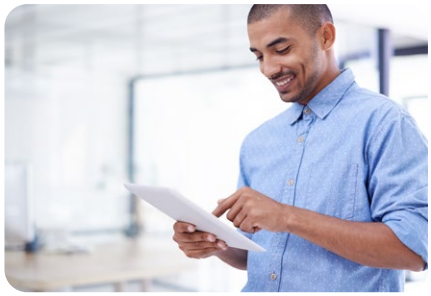
A document management system (DMS) already brings order to information, streamlines processes and makes documents easier to access. But as document volumes grow and processes go digital, it also gives you the chance to get even more value out of what you already have.

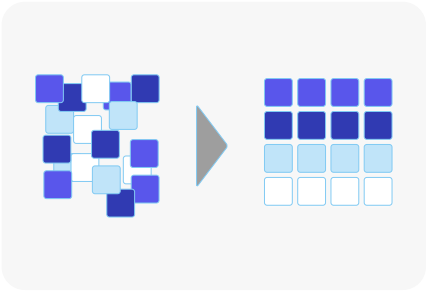
When AI is seamlessly integrated into your DMS, it can extract key data, summarise lengthy files, compare versions and provide answers in seconds. The benefit? Your organisation spends less time searching and sorting, and more time making decisions and responding to the needs of your business.

How document management is evolving

From search to action

Your team shouldn't spend half their time hunting for information. The shift now is toward getting from question to answer to action – faster.





From fragmented data to accessible knowledge

In most organisations, information lives across PDFs, emails and different systems. Bringing all that knowledge together makes it easier to access, understand and put to work.

From manual processes to intelligent workflows

Repetitive tasks like data entry, document routing and classification don't need human effort. Automation takes them off your plate, so your team can focus on work that requires decision-making.





From productivity tools to intelligent support

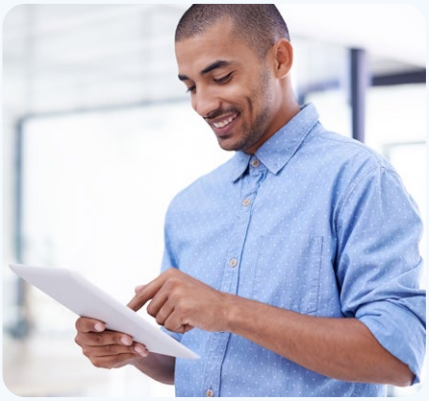
Most software still waits for instructions.
AI built into your workflows can read documents, find answers and help your team make faster, more confident decisions.

How AI transforms your document workflows

How will this evolution in document management change daily working life? Quite simply: As soon as AI can access and understand your documents, it can make everyday processes smarter – from handling incoming information to making better use of existing knowledge.

1. Reduce manual work at the source

AI takes over repetitive steps in processing incoming documents. It recognises document types, identifies relevant information and extracts key data, even when documents vary in format or structure. In fact, AI can reach up to 98.25% accuracy when processing mixed-format documents*. This turns invoices, forms and other files into usable information with less manual effort.





2. Make information easier to use

A built-in AI assistant enables employees to ask questions and find relevant content without searching through every document. Whether they need customer details, process steps or specific information, existing knowledge is more accessible and actionable.

3. Understand documents faster

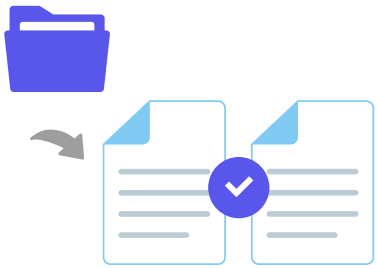
AI-generated summaries and extracted insights help your teams get to the key points in lengthy or complex documents without reading every page in detail. For example, a 25-page contract that would usually take an employee 15–20 minutes to review and enter manually is processed in under two minutes*. This frees up more time for your teams to focus on understanding the information and deciding how to act on it.

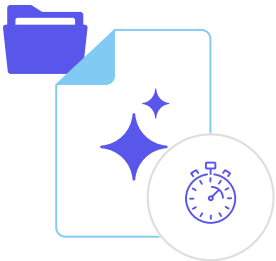


*DocuWare AI Hub analysed data on OCR accuracy and processing time from the DocuWare platform, including stored documents, active workflows, integrations and forms.

4. Compare information with less effort

Analysing multiple documents and highlighting relevant differences or similarities can simplify tasks such as reviewing contracts, offers or document versions. By surfacing important details and inconsistencies, AI can reduce the workload and help prevent errors without replacing human judgement.





5. Turn information into action

The value of AI goes beyond individual document tasks. When information is captured, understood and made available automatically, it supports workflows by routing data to the right people, reducing repetitive tasks and empowering employees to act sooner.

From managing documents to working with information

AI doesn't mean adding yet another tool to the workplace. Integrated into document management, it shifts the focus from simply storing documents to truly leveraging the information within – empowering your teams to work more efficiently and proactively.

See AI-powered document management in action.

Discover DocuWare now!

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