

Manual document management problems



Document chaos and disorganization

Tedious and laborious searching



Ineffective document tracking and tracing

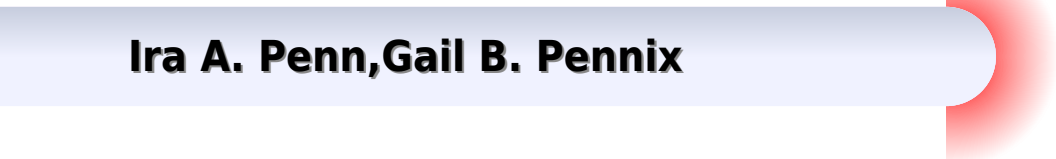
Vulnerability to human mistakes



Insufficient document protection measures

Manual Document Management System

Ira A. Penn, Gail B. Pennix



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