DMS vs. SharePoint:
Using Innovative Tech to Take Your Business to the Next Level

Your Guide to Answering "Can I Use SharePoint as My DMS?"

REVVER

A large insurance and financial services provider needed to solve a variety of document work challenges, including content sprawl, disorganization, an inability to locate documents, and overall inefficiency. One internal group wanted to take advantage of their SharePoint license and use it as the solution to manage documents, while others believed a document management solution to be the perfect fit for their extensive document needs.

As they weighed their options, they worked to uncover the answer to the question, **"Is a document management system (DMS) or SharePoint better?"**

Every business across every industry has a significant need for document management tools to effectively carry out their document work. In today's ever-evolving business environment, digitizing documents and document processes is essential for businesses striving for efficiency to provide competitive product and service offerings. There are many routes businesses can take to modernize document work, including using a DMS, or customizing their SharePoint license. While these options involve two very different systems with unique paths for driving better work, their goal is the same: to streamline your document work.

In this eBook, you'll discover how DMS and SharePoint compare, and why a DMS is the solution that can transform your document work with the highest return on your investment.

THE KEY TO MANAGING DOCUMENTS

Simply put, both DMS and SharePoint can effectively provide a repository to store documents and files. But the similarities end there. SharePoint and DMS are two completely different systems that carry out document work in different ways. Some organizations have the goal of turning SharePoint into their custom-made DMS, but it does not easily provide the functionality and ease of use that an all-in-one document management solution provides.

A work-ready DMS provides value that extends far beyond document management as it automates work across key business processes. Implementing this new technology enables teams to be more productive with their limited time, while also being easy to set up and use in any organization within any industry.

Weighing the Differences

While SharePoint and DMS both cater to everyday business needs, the way that organizations can approach implementation and customizability is where their true differences lie.

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The beauty of a DMS is that as a work-ready, all-in-one solution, it equips businesses with the tech they need to be successful from day one. This means that from the moment they integrate a DMS into their workflow, they will have the tools they need to properly store, organize, and optimize their

documents for productivity—instead of taking the extra time to configure it and uncover additional integration needs.

With a DMS, you not only have the ability to store and organize documents, but you also gain access to a suite of powerful tools that elevate your document management experience—such as automation, collaboration, and security and compliance tools.

SharePoint's allure can be simplified to the fact that its many integrations offer full customizability into creating a system tailored to a business's needs. But that strength can simultaneously become one of SharePoints most notable drawbacks as well. While integrations can undoubtedly enhance the platform's capabilities, the time, energy, and labor required to build the solution to fit your needs is a significant tradeoff that must be considered.

In essence, a DMS empowers users with the work-ready tools they need to navigate the complexities of efficient document management, making it a compelling choice for organizations seeking a superior alternative to SharePoint.

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HOW TO MAKE SHAREPOINT YOUR DMS

The prospect of tailoring SharePoint to fit your organization's unique needs and preferences is a powerful draw. However, embarking on the journey to make SharePoint your DMS is no small feat—it's a substantial undertaking that demands a considerable investment of time, energy, funds, and resources.

Making SharePoint Your DMS

Time	Energy	Funds	Resources

SharePoint's appeal lies in its flexibility, offering an empty canvas that can be transformed into what your organization requires. The ability to customize it with various integrations opens up a world of possibilities, allowing you to shape the platform into whatever it needs to be. The tradeoff of SharePoint's assumed flexibility is the extensive effort and costs associated with the implementation and management required for each SharePoint integration.

To mold SharePoint into an effective DMS, you'll need a team of skilled developers or IT professionals who can navigate the intricacies of making these customizations work seamlessly. In contrast, a cloud-based DMS undergoes continuous updates and improvements, which require minimal attention and maintenance to remain robust and reliable.

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CHOOSING DMS OVER SHAREPOINT

With the demanding work that goes into making SharePoint your DMS, you could instead use a ready-made DMS. DMS has better capabilities overall for storing and accessing content in an approachable way. And since your document needs are often more involved than simple document storage, it's critical to use a system that can handle every step of complex document lifecycle processes.

Powering the Document Lifecycle With DMS

Creation

Edits, Reviews, and Approvals

Storage

Distribution

Disposal

While SharePoint can help streamline document work across your organization, it falls short in many areas, including the key features, user-friendliness, and impact that DMS delivers.

SharePoint technically can be built to function similarly to a DMS, but it doesn't come pre-packaged as a ready-to-use solution with the necessary features. There are significant drawbacks and limitations for enterprises that require complex functionality across their entire organization, as it will be a significant IT burden to get started and maintain.

Customizability Within DMS

If you find yourself stuck on the customizability aspect of SharePoint, you need not worry. DMS still has extensive customization capabilities that you can configure to fit your business needs as needed, but it's even better. The difference is that you don't need complex coding and IT experience to fit a DMS to solve the unique challenges your business is facing.

For example, a DMS like Revver offers many customization options including custom-built workflows, folder templates, customizable guest user access, and so much more. Because Revver's strengths in organization, findability, automation, collaboration, and security and compliance are already built into the solution, you won't have to plan for significant development before you can see the impact that automated document work brings to your business.

This distinction is important for teams who want to reduce their dependence on IT support, or for organizations with an already overburdened IT team. A DMS can greatly reduce the IT workload due to its ease of use and

setup, so much so that many back-office teams can handle their own configuration without needing to submit IT tickets. For that reason, a DMS may be preferable in many situations.

Using a DMS can greatly help teams become more self-sufficient by reducing their dependency on an overburdened IT team

FEATURE DIFFERENTIATION

SharePoint and Revver DMS greatly differ across the board with their functionality and features. Here are just a few ways that Revver comes out on top.

Implementation Costs and Labor

Revver Revver can be completely configured in weeks, and any user can learn and master the system.

SharePoint SharePoint requires extensive time and energy from a dedicated team to get it off the ground. Updates require constant revisions as new needs emerge, which can be an ongoing process that spans over months before it's ready to use.

Work Readiness

Revver Revver comes standard with all the tools you need to automate and complete your document work, including a workflow engine, templates, advanced search, and security policies.

SharePoint Sharepoint needs to be integrated with many other systems (such as OneDrive, Power Automate, etc.) before it can perform necessary document tasks, such as routing documents or creating folder templates.

Built for End Users

Revver Revver is easy to learn and use, and can be tailored to meet the needs of users in any organization. Users (including those in non-technical roles) can customize varying levels of user access based on the document needs involved in every role.
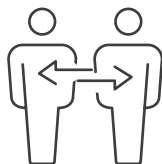
SharePoint End users report that SharePoint can be difficult to learn and use. This creates problems

with end users learning basic document tasks and can lead to a poor user experience and inefficiency. SharePoint requires significant IT attention to set up and ensure that it's used correctly.

Search and Findability

Revver Searching for documents and files is easy and fast with Revver. Users can create custom searches by full text, metadata, title, and more. With full-text OCR search, any file can be quickly and easily retrieved.

SharePoint The SharePoint search experience can vary wildly, with many incorrect results being returned regularly. Many users regularly report difficulties finding documents that are key to kicking off business processes.

Security and Compliance

Revver With a robust set of standard security features, you can easily meet security or compliance requirements and protect confidential business data. Revver creates encryption, security permissions, retention policies, and access controls with just a few clicks. Users can easily configure Revver to achieve internal and external security requirements, which minimizes risk across your organization.

SharePoint With SharePoint, it's difficult to set up and enforce important security measures, such as access controls, permissions, and retention policies, which can lead to vulnerabilities and non-compliance issues. It's significantly more challenging to enforce security measures that aren't built directly into the system.

COMMON OBJECTIONS TO DMS

Keeping their organization's productivity and security at the forefront of their minds, IT teams have many of the same objections to why they believe a DMS won't fully suit their needs. These are some of the most common objections that teams bring up when weighing their tech options, along with a deeper look into how a DMS can solve even the most complex challenges.

"My needs are extensive and specific."

Businesses have unique and complex needs. SharePoint may sound like a perfect fit with its extensive customization capabilities, but it isn't created to address all document needs beyond simple document storage. A DMS, on the other hand, still has customizable options that you can fit to your business while equipping you with robust document-centric functionality.

The difference is that you do not have to reinvent the wheel with DMS. DMS are tried and true products built to carry out these document processes involving document routing, approvals, etc. Instead of starting from a blank slate, you have full access to a platform that is intuitively configured, allowing even further customization for specific business needs. Plus, most DMS companies have specific features and functionality for even the most obscure and varied industry requirements.

"My security and compliance needs are ever-evolving."

In today's modern business environment, there is no one-size-fits-all solution for maintaining compliance. Therefore, implementing a solution that addresses specific document security and compliance is vital. SharePoint can't easily be configured to meet changing security and compliance requirements. In contrast, a DMS like Revver comes equipped with standard security features that can help organizations keep sensitive data secure. Cloud-based DMS are also built with industry and government compliance requirements in mind and can continuously adapt to changing requirements.

**SharePoint** Unable to effectively meet changing security and compliance requirements

Revver Easily customize standard security features to meet compliance regulations

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"I have complicated document processes"

You may think that one simple solution can't handle the complexities of your workflows. But a DMS can easily be configured to handle complex processes across the entire document lifecycle.

While using SharePoint and Power Automate, you'll have to custom build every step of every process. DMS is built to manage a wide range of document processes, and Revver stands out with its robust workflows that include automation features such as document routing, folder creation, requesting approvals, providing one click approvals, security policy application, and more. Setting these features up requires only minimal time and effort, so you'll get value faster.

Automating Document Processes

Document Routing · Security Policy Application · Approval Requests · Information Extraction · Folder Creation
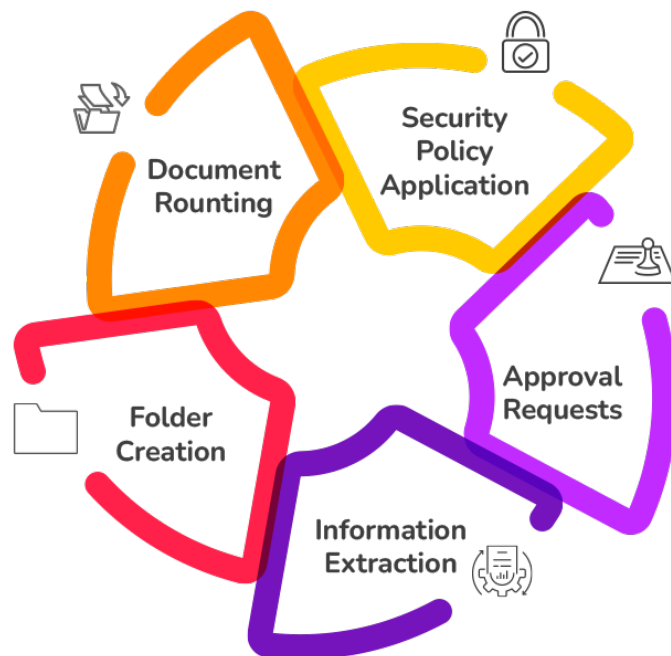
COST ANALYSIS/ROI

In the realm of cost analysis, opting for a DMS over SharePoint unveils a more transparent and comprehensive view of your investment. With a DMS, there's a clear understanding of what you're paying for upfront, with a significant portion of the investment allocated towards direct one-on-one support. This personalized support ensures that your organization has a lifeline for troubleshooting and swift resolution for any issues that arise.

A DMS can provide organizations with a clear understanding of what they're paying for upfront, with a significant portion of the investment allocated towards direct one-on-one support.

While SharePoint may initially seem like a more cost-effective solution when it's already part of your existing tech stack and budget, a deeper examination reveals several hidden expenses. The apparent low cost is misleading when considering the labor required for integrations, additional features, and custom builds to tailor the platform to your specific needs. Additionally, the support you need—whether from internal or external sources—to properly manage ongoing maintenance and configuration will cost you, invalidating the perceived cost savings.

SharePoint is a fine solution, one that can also be complementary to DMS, but it doesn't maximize cost effectiveness. Implementing a true DMS provides a greater ROI because the setup costs are included upfront and it is unlikely to require additional investment when running into unforeseen charges, in addition to the added value only a DMS can provide.

Get More Out of Your Investment	DMS	Sharepoint
Document Storage	⊘	⊘
Reliable Search	⊘	⊗
Automation Tools	⊘	⊗
Document Lifecycle Management	⊘	⊗
Onboarding	⊘	⊗

THE POWER OF DMS

The financial services provider we shared earlier initially decided to go with SharePoint for their document management needs since they already had a license. They reported many difficulties in their daily use from document search to incorrect file access. And the amount of work that was still required to finish implementing the solution eventually became untenable for the IT team, which was already at full capacity.

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Revver, a robust document management solution, was able to step in and alleviate these issues. Many of their needs were solved by standard features in Revver, allowing this organization to quickly implement and configure Revver, standardizing their entire company's document organization and structure—in addition to making up the cost in time-savings through their initial choice with SharePoint.

With Revver's templated folder structure and the ability to save custom searches, they eliminated several repetitive tasks, and increased productivity with minimal effort. They were also able to extend Revver to their agents and external representatives, which standardized how they completed work both internally and externally.

GET STARTED WITH DOCUMENT MANAGEMENT

Your document work is an essential part of your business that cannot be done without today's advanced technology and strategies provided by DMS. SharePoint is an option that can provide you with some valuable tools, especially when integrated with a robust DMS. But it shouldn't be the only tool relied on—organizations need a solution that transcends mere adequacy through seamless alignment of their needs and maximizes long-term efficiency. DMS is the ultimate solution for document work, as it is work-ready, saves you time, money, and effort, and can maximize your ability to complete document work.

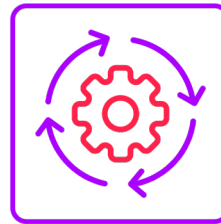## *Experience Revver's Impact on Every Level*
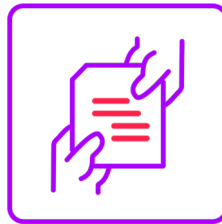
Organization   **Findablilty**   **Collaboration**   **Automation**   **Security & Compliance**

Accessing Top-of-the-Line Document Management

Among the many document management solutions available to you, one stands above them all. Revver is a document management solution that not only stores and organizes your data, but also provides you with automation, collaboration, and compliance tools that will facilitate all the essential, yet time-consuming document work plaguing your organization.

Discover the all-encompassing solution for all your content needs.

Discover Revver ›

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