

Abstract

The thesis analyzes the area of enterprise content management (ECM), identifies its relation to other business applications and defines various stages of the life cycle of documents. It also describes individual components of ECM, including the technologies covering these components. A tool for managing and storing documents (DMS) in ABC company is presented in more detail in the practical part. The Exact Synergy Enterprise software demonstrates its advantages and disadvantages affecting document management and operational problems that this kind of software may carry.