

Document Management

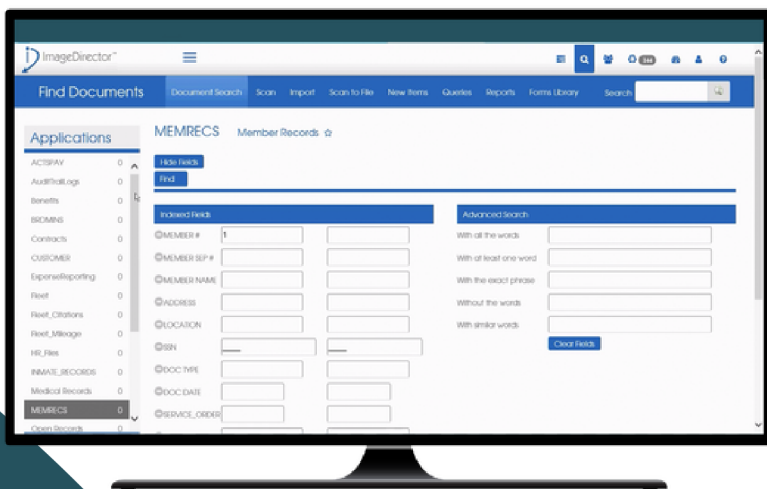
Document Management allows you to streamline how your organization captures, organizes, and manages important electronic documents and media. It uses cloud-based technology to easily scan, track, and store the essential information that keeps your organization running smoothly.

Why Document Management?

Document Management integrates seamlessly with your SmartFusion software to manage all the documents and digital assets that your organization depends on.

The built-in interface lets you attach and retrieve documents associated with specific records directly from your SmartFusion software.

Streamline important processes like Purchasing, Accounts Payable, and more. Quickly locate and view important documents like purchase orders, job applications, and other personnel related items such as driver's licenses and certifications.



Powered by Image Director

Document Scanning

Easily capture documents and transfer digital files such as web pages, spreadsheets, word processing files, and images.

24/7 Cloud-Based Access

View, change, or combine documents wherever you have internet access. Document Management is accessible directly through any internet browser.

Advanced Search

Search and filter your document archive at a granular level. OCR technology allows you to search unstructured documents like images and PDF's for key words.

Security

Store encrypted document and image archive on a secure cloud-based server where the original documents remain unaltered.

Confidentiality

Protect sensitive information by restricting access to specific documents or folders. Redact document's content and create strict data entry rules.

Cost Saving

Save money by eliminating the need for costly document storage, paper, and filing supplies.



<https://learn.harrislocalgov.com/add-ons>

© Copyright 2020 Harris Local Government. All rights reserved.