

## DocuWare for State and Local Government

# Digitization improves efficiency and service to citizens

**With DocuWare, state and local government agencies will improve their operations by providing employees secure instant access to documents and processes while in the office or in the field.**

Digital transformation is essential because government entities are prime targets for cyberattacks. They house large amounts of sensitive data that can be used for identity theft. Hackers are aware that their cybersecurity efforts are likely to be lagging. Relying on outdated legacy software further increases the security risk.

DocuWare's digital processes enhance public service by securing vital public records and managing procurement documents. They also streamline the running of civic projects and programs, fulfilling the daily needs of citizens with faster, easier, and more accurate services.

Get rid of manual tasks, save valuable time and drive productivity with modern, future-proof document management and workflow automation. With this cost-effective solution, you and your team can make sure your corner of the public sector runs smoothly despite increasing demands and limited resources.

### **With DocuWare, you can:**

- Keep documents centralized and secure, improving collaboration between staff, boards, commissions and committees
- Implement a user-friendly solution that flexes with the needs of multiple departments and agencies without adding work and stress to your IT team
- Integrate with your other business applications for seamless sharing of information
- Protect against cyberthreats and natural disasters like floods or fires with a fail-safe disaster recovery plan
- Effortlessly adhere to regulatory compliance measures

## Break free from manual processes

### Document management and workflow automation

let you digitize paperwork and securely save it in an organized repository for quick retrieval when needed. Easily capture, store, manage, process, share and track documents. Controlled access, task lists and email notifications enable staff to handle daily responsibilities more efficiently and decision makers to approve, reject or request more information along checkpoints in all your processes.

### DocuWare delivers these key features for higher education:

- Restrict unauthorized viewing of confidential documents to protect citizen's privacy
- Store records electronically to save office space and automate retention schedules
- Prove compliance with federal, state, and local regulations
- Enable citizens to use eforms and electronic signatures so documents and data are imported directly into DocuWare
- Integrate documents with your ERP, public sector software, and other business applications
- Save significant budget on hardware, IT resources, paper, off-site storage and time spent on routine tasks
- Import digital documents from shared drives, email and more, keeping everything organized and instantly available
- Share information interdepartmentally to increase efficiency and productivity
- Create automated workflows, escalation and exception rules so all processes run smoothly
- Access documents and tasks with any desktop, laptop, tablet or phone for work from the office, home, or on the road
- Use DocuWare apps on your smartphone to scan, store and access documents

## Deployment options

DocuWare offers cloud, on-premises or a hybrid deployment to meet the needs of your budget and IT team. DocuWare has feature and design parity between cloud and on-premises deployments.

- ▶ **DocuWare Cloud:** reduced upfront IT costs, financial flexibility, future-proof, secure technology
- ▶ **On-premises:** easy to use, highly customizable, secure solution in your own IT ecosystem



"We love the ease of the system and the ability to file and find records instantaneously! This saves us time so we can work on higher valued tasks."

Nicole Bottai  
TOWN CLERK, TOWN OF WINDHAM NEW HAMPSHIRE USA