Improve Operational Efficiency and Public Services

The government sector is made up of publicly owned institutions that administer, oversee and manage laws and public programs. Government agencies are responsible for managing a multitude of records and record systems, while at the same time, maintaining ironclad information security yet open access to public information.

> *According to the AIIM Guide to ECM Purchasing, government end users (especially state, local and provincial) see Enterprise Content Management (ECM) technologies as a vehicle to stretch budget dollars, satisfy constituent demands and stay out of trouble with the courts.*

The Government Market

Government agencies are under enormous pressure from both regulators and the American people to reduce costs and spend taxpayer dollars wisely. Even so, many federal, state and local governments struggle to establish process efficiency while providing timely civic services. Securing federal information systems, decreasing manual processes and increasing operational efficiencies are principal reasons agencies invest in ECM technology. Digitech Systems offers affordable, comprehensive ECM that enables them to:

- Manage information electronically for operational efficiency.

- Reduce costs and ensure information accessibility to improve public services.

- Protect information to enhance security and regulatory compliance.

> *"In the past, governments invested in content management to meet departmental or specific project needs rather than to facilitate broad information access and sharing. Today, however, many agencies looking to consolidate systems or provide broader access find they can deploy enterprise content management to not only improve efficiency but to enable stronger security and compliance."*
>
> — Rebecca Wettemann, Vice President, Nucleus Research

Electronic Documents Facilitate Productive Processes

Since 2001, government initiatives have pressed agencies to make it easier for citizens to interact with the federal government by eliminating paperwork and conducting business electronically. Agencies leverage Digitech Systems' ECM product suite to convert paper records into electronic documents and manage unstructured information in multiple document formats.

- Automated systems capture and index any information, including paper documents, electronic files and email messages, for reduced administrative burden.

- Powerful search capabilities pinpoint records in seconds and accelerate procurement procedures and responses to congressional inquiries or freedom of information requests.

- Version controls ensure every department has the most up-to-date, accurate records for informed decision making.

- Automated document routing decreases processing times and increases response times.

For a complete product listing, please visit www.digitechsystems.com or call toll free 866.374.3569.
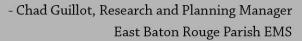
ECM Reduces Costs and Enhances Information Accessibility

Managing multiple records systems, budget constraints and overloaded IT departments are ongoing challenges for government offices. Information managers are always looking for ways to save money while maintaining productive processes and keeping the public informed with access to information. Both ImageSilo®, the on-demand ECM service, and PaperVision® Enterprise, the on-premise ECM system, offer rapid implementation, easy-to-use systems and a low total cost of ownership.

- A centralized information source simplifies data management and facilitates inter-agency collaboration.

- On-demand ECM provides convenient, secure internet access to information and enables agencies to offer online services.

- Point-and-click integration allows county clerks and recorders to instantly access certificates, licenses and records directly through accounting software and other line-of-business applications.

- As an outsourced service, ImageSilo requires no initial investment in hardware, software or IT personnel and can provide high return on investment.

> *"We saw an immediate response after we implemented PaperVision Enterprise. Productivity has improved 80%. It's simple to use and simple to administer."*
>
> - Chad Guillot, Research and Planning Manager
> East Baton Rouge Parish EMS

Security Protects Information and Enables Compliance

Key Features

- A centralized information source simplifies data management and facilitates inter-agency collaboration.

- Automated document routing decreases processing times and increases response times.

- System tracking and disclosure reports serve as evidence of compliance and provide confidence during security audits.

- On-demand ECM requires no initial investment in software, hardware or IT personnel.

Security breaches pose an enormous threat to government agencies saddled with the responsibility to protect critical infrastructure and key information sources. Agencies trust ImageSilo and PaperVision Enterprise to maintain security, safeguard information integrity and enhance compliance with government regulations.

- Multiple security levels allow agencies to implement information policies and assign access rights for specific users and groups, including the public.

- System tracking and disclosure reports serve as evidence of compliance and provide confidence during security audits.

- 256-bit AES data encryption can occur both during transmission and while data is stored, protecting government documents at every step.

- Email management maintains a historical record of all messages and ensures message authenticity to simplify response to litigation and electronic discovery regulations.