

> Digital Warehouse for Municipalities At-A-Glance



By being web-based DW brings innumerable advancements to information tracking.

Overview	This all-in-One web-based physical Document Management System ensures total traceability. Ideal for saving time and reducing labor intensive tasks. Rich in functionality and security, reports generation, quality management, automatic workflow, storage management and easily configurable for your processes. Save time and frustration eliminating non-value added work. And at a price even a municipality's budget can afford.
Processes	Out of the box ready for tracking, receiving, retention, storage management, reporting and much more. Every municipality is different, whatever your processes are, they can be easily worked into Digital Warehouse. And email notifications can remind users when something needs attention and action is required.
Scanning	Digital Warehouse comes out of the box with a bar code label maker program for quick, impromptu scanning of your files: reducing errors and speeds productivity.
Reporting	Almost unlimited reporting capabilities, ideal for demanding needs. Managers, at-a-glance, can monitor work in progress. Reports can meet organization formats at the click of a button.
Searches	Powerful search capability based on any combination of parameters. Once found, users can check out, relocate, or otherwise manipulate records quickly and easily.
Quality	Track employee training, customer complaints, corrective and preventative actions, standard operating procedures and any other quality information.
Tracking	Automatically tracks everything. From beginning to end; you'll know where every record is. Tracking who last checked a document out and never checked it back in, track where its stored. Even Radio frequency identification (RFID) technology can also be implemented for automatic tracking with no user actions required.
Database	Powerful and robust Microsoft SQL server is used as the back end database.
Security	Digital Warehouse's security limits employee, partners, third party and customer access to only those permitted and only to data they are entitled to access.
Records	Storing and tracking hard copy documents, folders and boxes is easy, right out of the box. With many productivity tools available, it's effortless.
Complete System	Digital Warehouse is all you need to track receiving, destruction, vaulting, reporting, maintenance and disposition of all boxes and records. This includes quality data, employee training, equipment calibration and maintenance or any other virtual data you want to manage. The only limits are your imagination.
Customize	Digital Warehouse is ready to be adapted to any process. No matter what processes exist, Digital Warehouse is flexible enough to easily conform to what you need.
Real Time (Option)	Transactions can be committed to the server the very second they're completed via secure wireless barcode reader or RFID. Mobile device synchronization is not needed and information is never lost due to battery failure or forgotten synchronization. Other users can monitor progress while a task is being completed.

Call today to find out how Digital Warehouse can help you 519.253.1607

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