



Integrated Housing & Tenancy Document Management

How can Integrated Document Management Solutions for Housing set me free?

Scan and link all Housing & Tenancy files, Development files, ASB, Complaints, Health & Safety documents and Property records to your Housing Management System.

How does it work?

Every organisation has different needs. Working with your team, we will tailor a flexible solution for you. The system will allow you to categorise and store documents quickly & easily using the data already held in your housing system.

Once set up, outbound documents will be automatically sent to the correct property/tenancy files and inbound documents can be quickly attached to the relevant file with minimal data entry.

In addition documents can be automatically transferred between files during a void process ensuring that all relevant tenant or property information is maintained. The system can be set to handle former tenants as well as current tenants, providing a full solution for the management of live and legacy data. Users can search for documents using a variety of fields (tenant's reference number, property address, property ID, and so on) and the chosen documents are delivered directly to the desktop.

Standard features such as zoom, rotate, email and annotate are provided. All documents are stored within the system to provide a full audit trail. User roles can be set up to restrict access to document types in addition to restricting functions based on a user's role.

Full integration with your existing network security is standard to protect sensitive or restricted information.

Technical specification:

- Windows Server: 2003
- Pentium 1GHZ / 512MB RAM min
- MSSQL, .NET Framework
- Computers running Windows XP Professional
- Any TWAIN-compliant image-capture device (optional).

set yourself free

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The Documotive range includes:

- Finance Scanning Solutions
- Integrated Housing & Tenancy Document Management
- Mailroom e-Post Office
- Expenses Claim Process
- Customer Dashboard
- HR File Management
- Intelligent Data Capture from scanned forms and letters
- Document Hosting Solutions.

Benefits:

- Saves time
- Saves office space
- Eliminates the need for filing
- Never lose documents
- Provides all your information at your fingertips
- Increases efficiency
- Reduces risk
- Improves security
- Provides disaster recovery and business continuity
- Meets regulatory compliance.