

document management - housing

Documotive's Document Management system will allow you to capture and manage all of your Housing & Tenancy files and remove the need for all of that paper!

Relax, the system is fully integrated with your network security so confidential or sensitive documents are protected. In addition the system holds a complete audit trail of every user, date, time and action.

how does it work?

We will assist you with the design of your document repository so there's a place for every one of your documents and provide the ability to automatically manage your retention policies.

The system will automate Application to Tenancy file transfers along with Tenancy transfers or exchanges between properties whilst ensuring all of your Asset information resides with the property.

Each document is tagged using the information held within your Housing system meaning that you can instantly and securely access any supporting documents at the click of a button.

The system doesn't just stop there, we have over 400 file viewers meaning that you can capture and store all of your electronic documents quickly and easily. System generated documents such as Rent Statements or Review Letters can be captured automatically meaning that you no longer need to print a file copy.

Documotive is fully integrated with your Housing system so that every change is automatically mirrored to ensure the accuracy of information and everything is up to date. Documents can also be cross-referenced to link to other supporting information across the organisation thus improving access to information.

Documotive will save you space, time and money whilst removing the need for manual filing and reducing the amount that you need to print and copy. Documents can be delivered securely to housing team members out in the field through secure connections meaning that you can reduce unnecessary trips to and from offices.

Set yourself free

Technical specification:

- Server machine running Windows Server 2003 Standard Edition or above
- 2.0 GHz Quad Core CPU / 4GB RAM min
- SQL Server 2005 or above, .NET Framework 3.5
- Computers running Windows XP Professional or above
- Any TWAIN-compliant image-capture device (optional).

