Paperless for Districts and Municipalities

Document Management Software

# Eliminate the hassles of paper with document management

Document Locator is a paperless document management system used by districts and municipalities to streamline the filing and retrieval of important records. Everything is electronic, full-text searchable, and easy to locate when needed.

The system digitizes paper files, manages e-mail and attachments, and organizes electronic records such as policies and procedures. Built-in records management means that files are held in accordance with state retention schedules.

Everything from budget files, to contracts, to HR records... documents of all types can be managed in the system. The risk of having files scattered among filing cabinets, on desks, and in computer hard drives is avoided.

Windows integration makes it easy

Built right into Microsoft Windows Explorer, you can access files in Document Locator just like they were in a shared network. Standard folder and file operations make it as easy as Windows to use. Plus, you can also access files online in a browser or tablet.
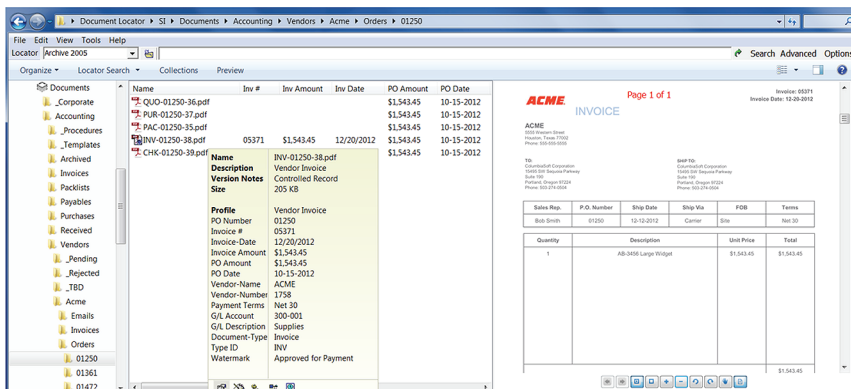
Find important files instantly.

Manage HR and administrative records electronically.

Implement state mandated retention policies.

Store and manage:

- Contracts
- Purchase agreements
- Employee HR files
- Training certificates
- Maintenance files
- Board minutes
- Agendas
- Medical records
- Public health records
- Public information
- Marketing materials
- IT records
- Budget documents
- Grants
- Policies and procedures

It's time to get organized!

Document Locator | www.DocumentLocator.com | 800.298.1172

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