



Horizon House Senior Living saves time and space with electronic document management software by ColumbiaSoft

Retirement community staff avoid the hassles of paper with the help of electronic document management for accounting, residential, and project files.

Portland, OR – November 27, 2012 – Concerns for how paper records were affecting operations at Horizon House Senior Living, a continuing care retirement community in Seattle, Washington, led staff there to conclude there had to be a better way. A new case study details how they are now saving time, money and office space using ColumbiaSoft’s [Document Locator](#) (DL) software for a paperless approach in several areas of business.

“Filing cabinets were taking up valuable space, and the manual filing of accounting records had become a significant burden that was consuming valuable staff time,” said Horizon House Systems Administrator Troy Schneider. “Everything from copies of checks, to insurance policies, to accounts payable billing files are kept on hand, and paper is an inefficient way to manage records.”

Horizon House turned to their long-time advisor for information technology, Seattle-based SWAT Systems, for a recommendation. The answer: ColumbiaSoft’s technology for electronic document management.

Now, with document management deployed across accounting, residential records management, and project management, Horizon House staff are finding files faster, there’s more office space with fewer filing cabinets, and everyone is kept informed with automated notifications and document workflows.

According to Schneider, “Document Locator produced an immediate savings of time, and the bonus was that we recovered space by eliminating filing cabinets equal to an entire office, which was significant in terms of the value of downtown office space.”

A case study reviewing the impacts of document management software at Horizon House is available online at: <http://www.documentlocator.com/resources/casestudies/horizonhouse.htm>

About ColumbiaSoft Corporation

ColumbiaSoft is a leading document management solutions company that helps businesses and organizations improve efficiency and reduce risk. Information workers use ColumbiaSoft software to manage and share digitized paper and electronic documents, e-mail, faxes, and other electronic files to lower costs, automate

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business processes, and meet regulatory requirements. As a Microsoft Gold Certified ISV Partner, an Autodesk Authorized Developer, and an Adobe Solutions Network partner, the company's products fully integrate with familiar applications such as Microsoft Windows, Office, Outlook, SharePoint, Adobe Acrobat, AutoCAD, and more. ColumbiaSoft is a privately held company based in Portland, Oregon and was founded in 1998. For more information, visit www.documentlocator.com.

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