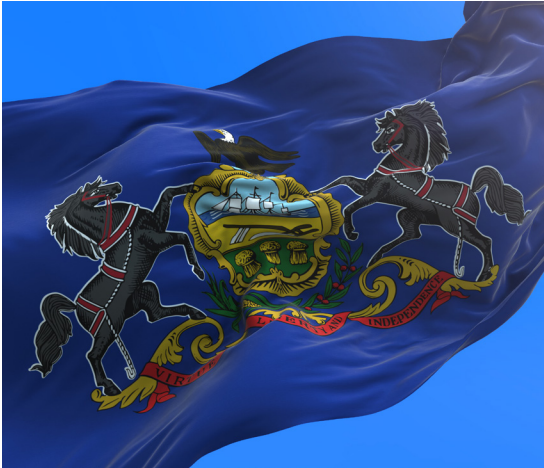# docfinity

State and Local Governments

Content Management Trusted by Pennsylvania Government Agencies and Organizations

COMMONWEALTH OF PENNSYLVANIA COMPTROLLER'S OFFICE

PENNSYLVANIA OFFICE OF ATTORNEY GENERAL

PENNSYLVANIA STATE UNIVERSITY

and more

WITH INTEGRATED CONTENT MANAGEMENT SOLUTIONS FROM DOCFINITY®, YOUR AGENCY CAN:

ELIMINATE PAPER

Digitize all content. Automate indexing. Easily and securely search, retrieve, view, redact, organize and share documents.

STAY COMPLIANT

Ensure systematic retention and disposition of records with or without approvals. Minimize liability. Manage Legal Holds timely and accurately. Log and audit all transactions.

IMPROVE EFFICIENCY

Use electronic forms to collect data consistently and accurately or even validate and update data dynamically on other systems. Drive business automation by triggering a process upon submission of a form.

AUTOMATE BUSINESS PROCESSES

Move documents electronically in the office. Standardize processes and approvals including electronic signatures. Monitor the work process and effectiveness. Meet Deadlines. Eliminate mistakes. Prevent tasks from falling through the cracks.

PROVIDE SELF-SERVICE ACCESS

Allow residents, applicants, suppliers and claimants to view documents, complete forms, upload documents, and perform certain transactions on their own; securely and cost-effectively.

WORK ANYWHERE

Use any computer or mobile device to access DocFinity with its intuitive web-based, zero-install interface which meets accessibility standards.

DocFinity® is a high-powered, next-generation Enterprise Content Management / Business Process Management / Workflow / Records Management software platform that offers superior levels of functionality, configurability, integration and security.

Built, developed, enhanced and supported by our own employees based in the USA; DocFinity has served hundreds of customers in the USA, Canada, Mexico and the UK since 1986.

DocFinity is a product of Companion Data Services (CDS), a trusted government partner; E&I Cooperative Services Documents Management Solicitation # EI00244-2023RFP (Contract # EI00404) awardee.

CONTRACT VEHICLES

- General Services Administration (GSA) Multiple Award Schedule (MAS) - Information Technology and Office Management Large Categories
- E&I Cooperative Services - Document Management

DOCFINITY ECM FEATURES

ENHANCED FEATURES

User-Friendliness	» End-user productivity and satisfaction » Simplified and customized interface for defined job roles » Interface meets WCAG 2.0 accessibility standards
Configurability	» Rich administration interface providing infinite configurability. No dependence on costly or unreliable source code modification for customization.
Multiple Environments	» Flexible commissioning and decommissioning of various environments like Development, Test, Validation, Quality Assurance, Training and Pre-production without affecting the actual production data.

SECURITY AND COMPLIANCE

Enterprise-wide Deployment	» The same instance of the system ensures that sensitive and confidential data is well-segregated and shared on a "Need to know" basis among various departments, as determined by the policies.
Compliance	» Minimized risks of disclosing or compromising protected data including Protected Health Information (PHI) and Personally Identifiable Information (PII).
Role-based Security	» Establish and maintain a security profile for certain roles easily » Easily update security settings when a user moves from one role to another within the organization
Auditing	» Full control over business transactions; especially critical in environments where confidential, government-sensitive data is processed. All activity is tracked and audited within the system.

INTER-OPERABILITY

Integration	» Achieve seamless integration with other applications with no programming effort.
Open Format	» Easy access to content in DocFinity repository by other applications - Open database schema storage of documents in the native format and file system. » Trouble-free export and migration of content and metadata out of the system

DEPLOYMENT OPTIONS

On-Premise	» License the software for use in your own data center; keeping the data in house, and supplying and maintaining the infrastructure. Purchase the software and modules you need.
Cloud (SaaS)	» Let our experts install, update, maintain and secure the hardware and software and infrastructure for you with zero capital expenditure for any server-level hardware or software. All modules included in simple pricing model.

SUPPORT

Implementation	» Accurate system configuration and successful implementation that meets the business objectives; taking full advantage of the potential of the software suite.
Training	» Maximize use of the powerful tools provided; getting the most out of the system.
Technical Support	» Support is accessible via the web, email and phone. An individual point of contact is assigned to each customer, with a team behind them, to ensure effective ongoing support.

Contact DocFinity
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