Softdocs

GOING FROM PAPER-BASED TO DATA-DRIVEN

Top 25 Uses For State and Local Government

It's time to break the slow and disconnected local government stereotype and lean into changing workforce, constituent and business expectations. Take the most meaningful first step by removing the inefficiencies and frustrations of paper-based processes.

Softdocs has everything you need to bring your government offices up to speed. Our simple, secure browser-based SaaS solution integrates leading document management, electronic forms, workflow automation, and eSignature software and services with your existing ERP systems.

How can Softdocs help you fuel efficiency in human resources, finance, procurement, records management, administration, and legal? Let us count the ways.

1. REPLACE TEDIOUS PAPER FORMS

Common government forms, such as human services applications, property tax appeals, public assistance applications, FOIA requests and more are easily completed online and automatically routed to the appropriate department.

2. ELIMINATE ERROR-PRONE DATA ENTRY

Automatically capture data from standardized electronic forms—no typing needed.

3. BALANCE STAFF WORKLOADS

Use load-balancing routes or collaborative dashboards to keep workload even among your business office workers.

4. EMPOWER REMOTE BUSINESS OFFICE STAFF

Common government forms, such as human services applications, property tax appeals, public assistance applications, FOIA requests and more are easily completed online and automatically routed to the appropriate department.

5. REINFORCE CYBERSECURITY EFFORTS

Know that your mission-critical documents and data are safe and sound in the cloud, protected from cybersecurity threats.

6. RETRIEVE INVOICES INSTANTLY

Documents are just a click away from within your existing ERP software, so you can quickly answer supplier inquiries.

7. SUPPORT FOIA OR OPEN RECORDS ACT COMPLIANCE

Set specific document security controls so only authorized staff can access, edit, redact or delete documents.

8. EASILY MANAGE RETENTION SCHEDULES

Securely and efficiently manage the lifecycle of documents with little to no user action required.

9. PROTECT HISTORIC PAPER RECORDS

By back scanning paper documents and files, such as inspections, investigations and applications, historic records are now safe, secure and easily accessible.

10. STREAMLINE AUDITING ACTIVITIES

Retrieve all documents quickly upon request for e-discovery or Open Records/FOIA requests.

11. EASILY ROUTE DOCUMENTS TO PROCESSORS

Use routing rules to automatically route specific document types to the appropriate case worker, hiring manager or procurement officer.

12. IMPROVE COLLABORATION BETWEEN DEPARTMENTS

Related departments, such as procurement and accounts payable, can post comments on shared documents to keep others automatically informed of updates or changes.

13. REDUCE PHONE CALLS AND IN-OFFICE VISITS FROM CONSTITUENTS

Provide easy to complete and submit electronic forms via a portal or public website, and minimize office and phone traffic.

14. SUPPORT YOUR MUNICIPALITY'S OPEN MEETINGS/RECORDS COMPLIANCE

Automatically capture data from standardized electronic forms—no typing needed.

15. IMPROVED GRANT AND RFP MANAGEMENT

Streamline document collaboration, revisions, version control and due dates for both submitted and received grant and RFP applications.

16. ACCELERATE EMPLOYEE HIRING WITH SIMULTANEOUS REVIEWS

Common government forms, such as human services applications, property tax appeals, public assistance applications, FOIA requests and more are easily completed online and automatically routed to the appropriate department.

17. AUTOMATICALLY RECOGNIZE AND ORGANIZE COMMON FORMS

Standardized government forms, such as tax returns, driver's licenses and applications for employment or aid, can be easily identified and automatically classified.

18. SEND INTERNAL NOTIFICATIONS FOR INVOICE APPROVAL

Automatically notify procurement managers or department heads when an invoice exceeding an established dollar amount is received for speedy resolution.

19. AUTOMATICALLY FILE OUTGOING LETTERS

Capture and automatically index outbound correspondence, such as HR offer letters or human services aid notifications.

20. STREAMLINE EMPLOYEE HIRING AND TERMINATION

Ensure all necessary departments are informed without the risk of form copies floating among various agencies and offices.

21. LINK DOCUMENTS ON ARRIVAL

Incoming documents, whether by fax, mail, e-mail or online form, can be captured and linked on arrival for immediate online viewing by staff.

22. ORGANIZE AND SEARCH "PRE-APPLICANT" DOCUMENTS

Manage documents from prospective employees or applicants for aid, and allow identification to be assigned by using name, DOB, e-mail address or other key values for fast searching.

23. PROCESS EMPLOYEE INFORMATION CHANGES

Create a simple eForm that lets staff enroll in health insurance programs, make changes to their benefit selections or payroll deductions, update personal information and more.

24. SIMPLIFY HUMAN SERVICES AID RECERTIFICATION

Create a simple eForm that lets staff enroll in health insurance programs, make changes to their benefit selections or payroll deductions, update personal information and more.

25. REDUCE PAPER CONSUMPTION AND COST

Get serious about going green by dramatically reducing your government offices' use of paper and printing.

And that's only the beginning.
Contact us to schedule a personalized demo
or learn more about Softdocs at work in local government.