

# Docuware

## Offers You

- ◆ Faster look-up time
- ◆ Faster filing time
- ◆ Reduced staff time accessing files and refileing
- ◆ No more misfiled folders
- ◆ Reduced copying costs & labor
- ◆ Dramatic savings of space
- ◆ Elimination of paper files
- ◆ Elimination of need for more cabinets and supplies
- ◆ Web access to all documents
- ◆ Assistance in developing a disaster recovery plan for all documents
- ◆ Automatic filing of documents created in Word, Excel, etc
- ◆ Documentation that can be easily shared
- ◆ E mail archiving

go  
DIGITAL

Save Time! Save Space!  
Save Money! Start Now!

# Docuware

Authorized  
Partner 2015



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# Document Management for County Auditor



# Indiana Counties That Use **DocuWare** In Their Auditor Departments

Dearborn County  
Elkhart County  
Floyd County  
Howard County  
Jackson County  
Marshall County  
Porter County  
Starke County  
Tippecanoe County



## DocuWare



**DocuWare** is a State-of-Art, Electronic Document Management System which captures, stores, and organizes all document types, such as, Commissioner's and Council's meeting minutes, transfer cards, transfer books, mortgage and homestead deduction forms, emails, etc. and makes them available to any authorized person, from one central document pool, in a matter of seconds instead of minutes or longer.



**SBS Portals** is a subscription based cloud solution to help County Auditors electronically process Transfer Books, Transfer Cards and other record requests. Requests can be made via Online, Kiosk or Walk-in. The Portal can help you track payment histories & improve collections. You can very quickly and easily publish FOIA documents, such as, Commissioner & Council Minutes, Ordinances, etc. to your website.

