

# Industry Brief: Government

EfficiencyNOW! ControlNOW! MoneyNOW! ECMNOW!



## Enhance Efficiency, Gain Control and Save Money with ECMNOW!

Government agencies are responsible for managing public records and record systems, while at the same time, maintaining ironclad information security to allow access to public information. What if it were possible for you to turn your existing system into an **efficient**, **money** saving system? Securing your information, decreasing manual processes and increasing your **efficiency** are principal reasons to invest in Enterprise Content Management (ECM) technology. *ECMNOW!* enables you to:

- Manage information electronically for operational **efficiency**.
- Protect information to **control** access and maintain regulatory compliance.
- Save **money** and ensure information accessibility to improve public services.



*“Four federal departments — Agriculture, Education, Justice and Transportation — rated themselves at high risk of failing to manage and preserve official records in 2010, according to a mandatory self-assessment survey released by the National Archives and Records Administration.”*

*~Federal Computer Week  
As stated in the article ‘Agencies Admit to Bad Records Management’*

## Improve Your Efficiency by Managing Information Electronically

Since 2001, government initiatives have encouraged you to make it easier for citizens to interact with government by conducting business electronically to help eliminate paperwork. Many agencies have implemented *ECMNOW!* to **efficiently** convert their paper records into electronic documents and to manage information in multiple document formats.

- Streamline and automate document routing to increase **efficiency** and employee productivity.
- Enhance processing and collaborate easily with multiple departments using electronic records.
- **Efficiently** capture, organize and store all email messages in a single information management system for immediate retrieval.

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## Gain Control of Your Security with ECMNOW!

Security breaches pose an enormous threat to agencies, which is responsible for protecting critical infrastructure and key information sources. Trust ImageSilo® and PaperVision® Enterprise to maintain **control** and safeguard your information while enhancing your compliance with the Freedom of Information Act (FOIA) and the Homeland Security Act (HSA).

- Implement information policies with multiple security levels and assign access rights for specific users and groups, including the public.
- Securely disclose information by posting documents to a secure, web-accessible location.
- Track all user activity including completed, attempted or suspicious activities, such as trying to open protected records.



*"We saw immediate response after we implemented PaperVision Enterprise. Productivity has improved 80%. It's simple to use and simple to administer."*

*~Chad Guillot, Research and Planning Manager  
East Baton Rouge Parish EMS*

## Save Money by Reducing Paper Record Costs

### Key Features of ECMNOW!

- An **efficient** centralized information source simplifies data management and facilitates inter-agency collaboration.
- System tracking and activity reports improve **control**.
- Cloud ECM requires no initial investment in software, hardware or IT personnel, saving **money**.



With dwindling budgets agencies are looking for ways to save **money** while maintaining productive processes and keeping the public informed. ECMNOW! offers rapid implementation, an easy-to-use system and a low total cost of ownership.

- Use unlimited electronic distribution to save **money** on printing and postage.
- Automatically index and store computer-generated files, eliminating the need for costly paper records.
- Save **money** by outsourcing data storage to ImageSilo, a cloud ECM service.