



SC Strategic Solutions is offering an on-site visit to OCCA members.

If you would like to take advantage of this offer or discuss our services and how they might fit your office, please contact me.

Sincerely,

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Leaders in Government Document Management, Imaging and Workflow



Everyday information is created, classified, distributed, preserved and destroyed; and everyday SC Strategic Solutions is there to help guide the flow of that vital information.



SC Strategic Solutions (SCSS) can assist city, county and state governments as they shift more of their focus toward the needs of constituents and strive to meet their demands. By increasing agility, effectiveness and communication among and between levels of government, SCSS lets governments fulfill their responsibilities to those they serve with more ease and efficiency. SCSS can help manage documents through proven document imaging and management solutions that address industry challenges and generate cost-saving results.

SOFTWARE SOLUTIONS

Our enterprise document management, imaging and workflow solutions put you and your colleagues in touch with the documents you need and each other, with a few clicks, to help you work faster, more accurately and more collaboratively. One of the greatest assets of SCSS systems is its innate flexibility and scalability. From Accounting to Board Minutes to Ordinances, our systems are built for ease of use and rapid deployment, letting you quickly create enterprise-wide efficiencies.

SCANNING SERVICES

From document conversion services to electronic storage and delivery, we will customize a document management plan to suit our customers' needs. Clients save space and money with our off-site options or utilize the experience and efficiency of our on-site specialists. We are able to:

- Purge, box and arrange for daily, weekly, monthly pick-ups of documents
- Offer up to six months of storage at no cost (including free retrievals)
- Present all requested documents to your facility in under 60 minutes
- Customize all indexes or search parameters to your needs
- Scan all documents in a non-proprietary format
- Offer secure off-site data replication to prevent against any disaster
- Offer customer support 24 hours a day, 7 days a week

TODAY'S CHALLENGES

In your current working world, most tasks are driven by one common factor — paper. Whether it's documentation, files, records or paperwork, the results are the same — inefficiency, wasted time, costly processing and storage. SCSS helps you complete your daily tasks faster and more accurately by putting information at your fingertips. With our document imaging and management solutions, paperwork becomes more manageable while working in concert with existing software applications. Making your information as secure as it accessible.



SCSS Document Management Benefits

- Reduce labor and clerical mistakes with automated indexing and system controls
- Easily communicates with most information systems
- Import multiple file formats and other electronic documents for single source retrievals
- Alleviate valuable IT resources for other projects
- Eliminate off-site storage, purge and retrieval fees
- Reduce time spent on audits and eliminate missing documents
- User-definable permissions along with a comprehensive audit trail

The outsourcing of non-core business functions can be a vital step towards increasing efficiency in your organization



SOLUTION SYNERGY

Combining a highly experienced on-site or off-site scanning service with user-friendly document retrievals and viewing software, SCView is truly a total solution for document imaging. Our “electronic file room” saves all the costs associated with managing paper charts or documents, frees up space, enables record related responsibilities to be performed electronically and efficiently, and provides an invaluable service for all employees needing access to critical information. The technology has advanced. The need is profound. The benefits are enormous. The time has come for SCView in your facility.

- Ordinances
- Board Minutes
- Human Resources
- Construction Files
- Accounts Payable
- Agendas

Document Management at Work for You

Consider your growing workload. Responding to the demands for instant access to public records, while keeping those records secure and accessible for future use. Maintaining archives of maps, ordinances, and drawings, and providing fast, simultaneous access to engineers and emergency personnel. Preparing and distributing Council meeting agendas and minutes. Disaster recovery planning.

Consider the Costs:

- Valuable space consumed by physical document storage
- Money and time spent on recreating or searching for lost and misfiled documents
- Expensive and time-consuming document retrievals from record rooms and offsite storage
- Difficulty controlling access to sensitive information
- Loss of information due to fire, flood and other disasters
- The cumulative impact on your budget, productivity and quality of service

Consider the Electronic Difference:

- Reclaim productive space and eliminate cabinets and shelves with digital document storage
- Instant records access with intelligent search, retrieval and distribution
- Assists with disaster recovery and data integrity
- Comprehensive security protects records from unauthorized use
- Simplified integration with information systems and other applications in use
- The cumulative benefits of saved time, reduced costs, and enhanced security



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OVERVIEW

Quick implementation, flexible service offerings and affordable pricing help all facilities, regardless of size, choose SC Strategic Solutions for their complete electronic record system.

USERS

You can retrieve documents instantly, find and distribute documents with the speed required to keep pace with today's information demands. In addition, our audit trails constantly monitor access to confidential records, making your information as secure as it is accessible.

STORAGE

Information is stored in an open architecture with non-proprietary file storage formats to maintain future accessibility.

GROWTH

The scalability of our systems allows facilities to implement our solutions over time, departmentally, or all at once if desired. Our systems can be implemented as applications are recognized. In fact, additional cost-saving applications are often recognized after a system is installed and in use by a specific department.

OPTIONAL WEB TOOLS

Our Web products harness the power of the Web to deliver instant document access via standard Web browsers. The programs have the capacity to provide rich document management functionality in a rapidly deployable thin client environment.