

Electronic Storage

Let's Git 'R Done!

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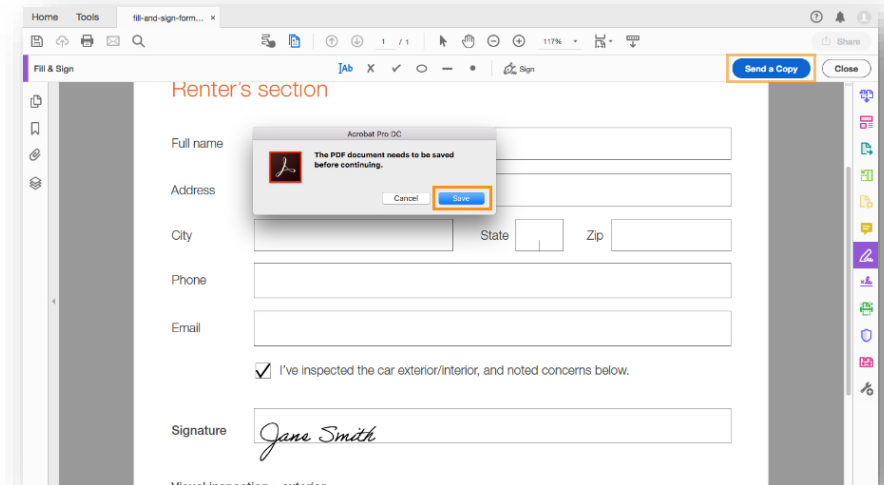
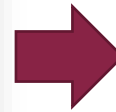
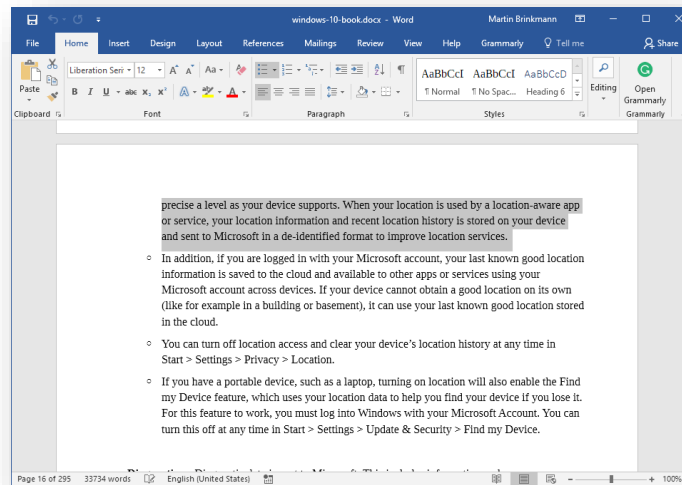
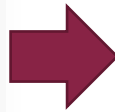


Agenda

- DMS, EDMS, ECM – what are we taking about?
- How do these systems work?
- Terms and Definitions
- Features and Data Practices
- What's in it for Me/my city?
- Breakout Exercise. Build it and they will come.
- A final word about Big ideas and Budgets

DMS, EDMS, ECM

- DMS = **D**ocument **M**anagement **S**ystem
- EDMS = **E**lectronic **D**ocument **M**anagement **S**ystem
- ECM = Electronic **C**ontent **M**anagement



ECM – how does this work?

- Documents
- Records
- Lifecycle

Terms and Definitions

- OCR – Optical Character Recognition
- Templates and the importance of using
- Metadata – data about the data
- Workflow – business automation

Features....and Data Practices

- Capture
- Content Management
- Business process automation
- Records and retention

This is all great...but what's in it for ME?

- **Reduce clutter**
- **Archive** information
- **Eliminate** paper-based tasks
- **Organize** and structure your city
- Better than **Sliced Bread**

.....ok, maybe not.

Breakout Exercise

Build it and they will come.

1. Small groups
2. Pick a moderator
3. Walk through checklists
4. Collaborate answers
5. Report out exercise

Observations

- Any surprises with our groupings?

Budgets. How do I begin?

- Define the problem
- What's in it for me? *Efficiency, Space, Control Loss, Access*
 - Name it.
 - Define it.
- Address technology barriers you may have in your city.
- Educate. Peers, Council
- Socialize.



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