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** = **Document Management System**
- **EDMS** = **Electronic Document Management System**
- **ECM** = **Electronic Content Management**
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.