

# APTA Transit Board Members & Board Support Administrators Seminar

## Using technology – Where do we go from here

*Document Management Systems*

- *Granicus*
- *Toshiba DocuWare*

Corpus Christi Regional Transportation Authority  
Susan Teltschik  
Customer Service Administrator





## GRANICUS

CCRTA needs help in three core areas

1. Website re-design

- The CCRTA will be upgrading its website in 2020
- Login for Board Members using Granicus
- Store Agendas, Emails and Documents in Granicus and Website

2. Outbound, proactive communications

- Use Granicus APP on iPads to communicate

3. Meeting/Agenda management & automation

- Streamline Agendas through Granicus

<https://granicus.com/blog/>



GRANICUS



GRANICUS





## TOSHIBA – DocuWare



Document  
management  
and workflow  
automation

**TOSHIBA**



# TOSHIBA SUITE – DocuWare

## Welcome

### Digital transformation is changing everything

We send email instead of letters, book our vacations online, and store pictures in the cloud ... all while streaming our favorite music.

Video calls have replaced on-site meetings, your taxi arrives via an app, and almost any food can be delivered within minutes.

It's all digital.

Digitization is shaping the way we work, and it's accelerating our lives in the 21st century. It is disrupting traditional models, yet opens new customer experiences and revolutionizes how we do business.

All industries are realizing the opportunities available with digital transformation.

But it's not always obvious how to start. This is where DocuWare can help.

### It starts with document management and workflow automation

How does the reality in most offices look today?

Employees are overloaded with tasks. There's too much paper. Security, data privacy and compliance are permanently at stake. Information for decision-making is not quickly or easily accessible. Customer service suffers. Innovation is impeded.

To keep pace with the modern world, teams require truly streamlined processes. Document management and workflow automation are simple, visible, meaningful steps for launching your organization – whether a small department or an entire enterprise – into digital transformation.

Scalable cloud technology, always-available information and digital workflow are all part of the plan that productive companies follow to maximize revenue growth, build the skills of their employees and ensure a future-ready business.



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# TOSHIBA

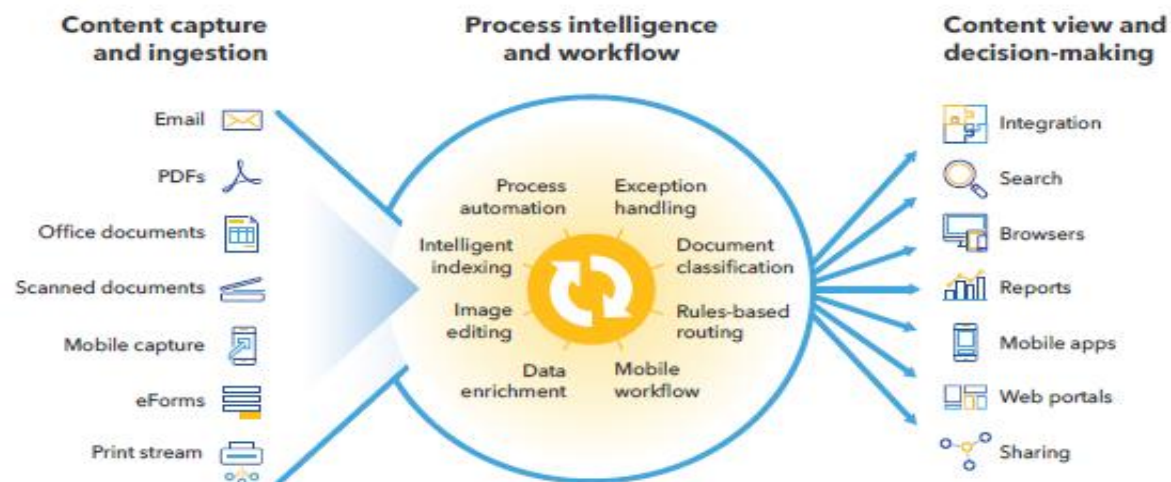


## Your platform for productivity

Successful digitization depends on how well information flows between colleagues, teams and organization.

DocuWare is a document management and workflow automation platform that empowers you to capture, process and use your business information. Boost your productivity, secure your information, and launch into digital transformation with confidence.

DocuWare offers comprehensive tools to connect information, processes and decisions. Employee focus can shift from routine manual activities to more innovative, knowledge-based tasks.



"By using DocuWare, we now have a completely digital workflow for our documents. This creates transparency and gives our customers and employees comprehensive search options that they can access from anywhere. The easy and flexible integration of DocuWare into our business applications was critical for us. Our operational business processes are now faster, safer and closer to our customers."

Dr. Frank A. Trotz  
PRESIDENT, LEVERDY GMBH & CO. KG





## With DocuWare, you can:



### Capture and organize information

#### Keep documents secure and findable

Bring together scanned documents, files created in any program, emails and their attachments, data captured online, and documents captured via mobile devices. Archive it all in a secure and searchable digital repository.

Any business document is welcome: invoices and delivery notes, applicant resumes and payroll stubs, or project-related plans and log reports. Automated indexing identifies key information for ultra-efficient organization and retrieval, enabling your team to find information, use it, and keep it securely archived.



### Manage workflow and automate manual steps

#### Keep processes running smoothly

Simplify and accelerate document-related tasks with the help of automated workflow. Determine processing steps, easily adapt them to changing requirements, and react immediately to exceptions.

Incoming documents or a change in status immediately trigger process steps, and these events link together into fast, digital workflows. Transparency allows management to monitor progress.

For example, a newly captured invoice is instantly routed for approval, the approved invoice is then booked and prepared for payment. An automatic data comparison with the ERP completes the indexing. No manual data entry, no searching, no waiting.



### Retrieve information and make smarter decisions

#### Use your information as it was intended

Empower your team to make faster, more informed decisions. With DocuWare, all information about a customer, a project or a business process is seconds away.

Access your information instantly from any browser or mobile device; link your content to records inside your ERP, CRM or HCM to provide additional business context; share documents inside a web portal or directly with colleagues. Decisions happen across a range of contexts, and DocuWare ensures your information is right there.



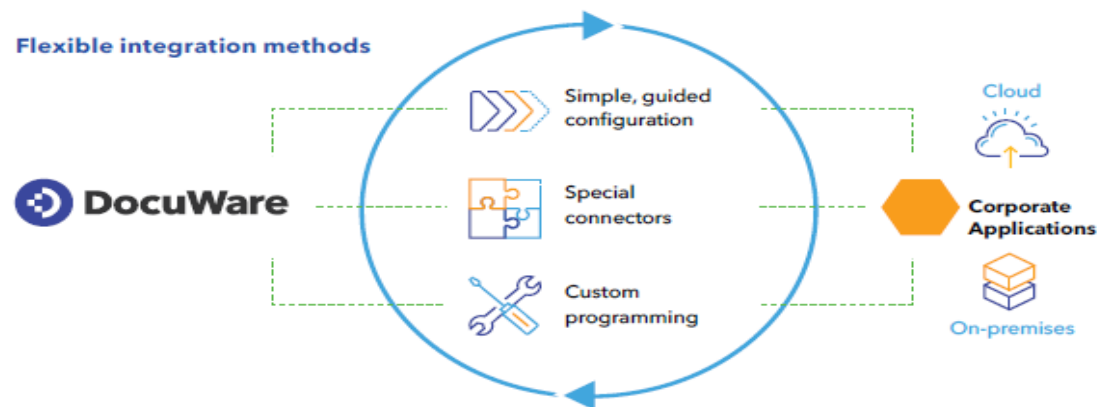
DocuWare.com

## Establish a seamless flow of information

For synchronized archiving, end-to-end workflow and smarter decision making, DocuWare integrates into almost any business application. The platform also links to key business hardware like multifunction devices to convert paper documents into intelligent, usable information. For example:

Email	Invoices	Contracts	Collaboration	HR
Securely archive email right from Microsoft Outlook	Post processed invoice data back to Sage, QuickBooks, SAP or other ERP	Link contracts back to records within Microsoft Dynamics or other CRM	Extend collaboration tools like SharePoint with document management	Route scanned documents into a secure, centralized employee record

### Flexible integration methods



In order to connect information and applications, DocuWare offers extremely flexible integration options. These work when communicating with cloud services as well as locally installed software. You can easily embed elements like a search field or result list by adding a URL link in your application. DocuWare also offers high-performance connector modules for SAP, Outlook or SharePoint.

**TOSHIBA**

SET  
THE NEW  
PACE  
FOR  
BUSINESS

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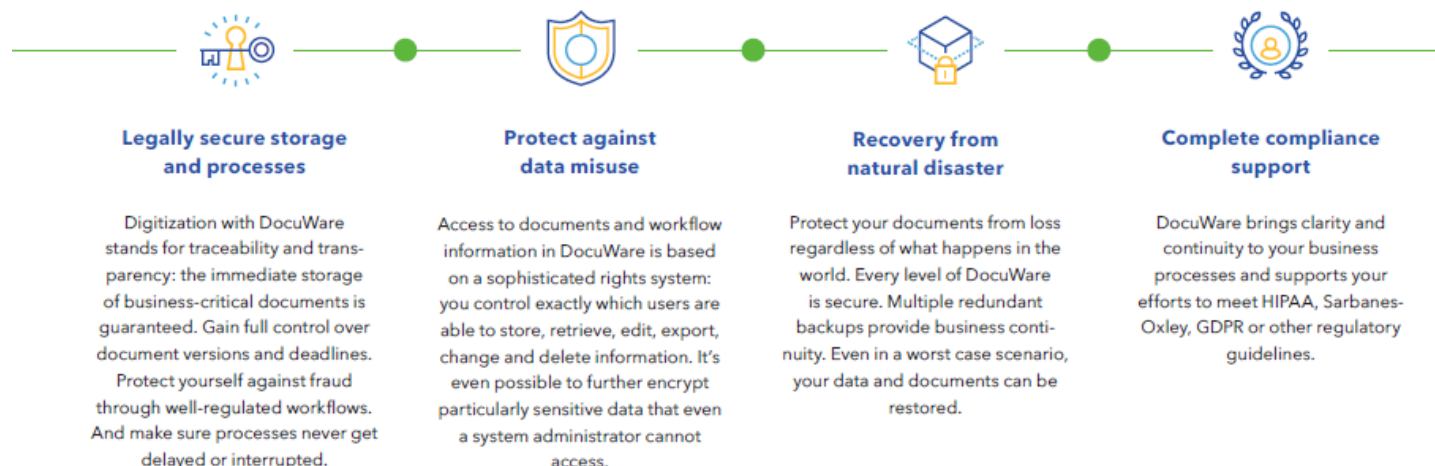
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# TOSHIBA SUITE – DocuWare

Protect company information and support compliance



"DocuWare has given us peace of mind regarding the management and security of our electronic documents, alerts and reports. Additionally, we are very happy with the integration between DocuWare and our internal systems, which allows us to quickly and easily share documents without duplicating information."

Daniel Arzamendia  
OPERATIONS AND SYSTEMS MANAGER, BACS ARGENTINA

**GDPR, or General Data Protection Regulation**, is obligatory for European companies and any company doing business in Europe or with European customers. The regulation gives customers the power to control the transfer of their own information and imposes significant penalties for non-compliance.

Document management and workflow automation play a key role in complying with GDPR. Using DocuWare, your company gains the ability to locate and access personal data stored in and processed with your documents; export, correct and delete personal data; and ensure that personal data is protected and not processed further.

## Toshiba

- **Estimated Price for Complete Suite \$80,000**



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- QUESTIONS ?

