SOFTOLOGY

Focus on Property Management

Softology DM is a generic Electronic Document Management (EDM) and Workflow product that can be used right across your organisation. It is used in many applications across a wide range of sectors, and Property Management is one of the major areas of deployment.

Companies that manage assets and properties often have a range of applications for EDM and Workflow. One of the most important applications is to file documents related to properties, or units within a property, together. **Softology DM** fulfils this purpose, and documents can be located at a later date using a wide variety of selection criteria (for example property name, post code, etc)

Softology DM has the facility to manage a multitude of document types ranging from Microsoft Word and Excel documents through to digital images. The documents stored are associated with a particular property and form a complete history of a building or unit.

Our system is very well suited and used to hosting a number of applications. Typical within property management companies are property documentation, invoice approval, health and safety regulations, fleet management, payroll, corporate insurance, management accounts, routing of work items to remote users, contract control, refurbishments, building and planning projects, and many more.

The system can be accessed either at a head office using traditional windows programs or as a thin client via the Internet. This is often particularly important, as staff need to review information on site.

There are, of course, legal obligations on landlords and property owners. **Softology DM** can be deployed where the documents are the sole legal version, as it has been developed in consideration of legal admissibility and evidential weight of information stored electronically (BSI BIP 0008 Standard).

We are able to integrate the solution into most legacy and property management packages such as Qube, APB, Riverlake, and Focus, so that the system becomes an extension to an existing mission critical application. **Softology DM** will mirror how your Property system deals with files.

The functionality of **Softology DM** makes implementation of the technology affordable, with quantifiable returns on investment within 6-12 months. Major cost savings can be realised through a reduction in storage space, and freeing staff from manually intensive processes: allowing them to concentrate on more productive tasks.