October 6, 2022

Caselle Document Management would be benefit for anyone who is a Caselle user in any department. Currently, we upload documents like invoices, payroll, utility bills, business credit applications, etc., to our I Drive. Paper copies are then kept in a file cabinet and only serve as back up copies to documents to the I Drive. Currently, we store documents in 4 places which creates unnecessary time to make copies and filing documents that are already on the server.

On the payroll side of Caselle, each time payroll is run, not only does Caselle keep that information, but then reports are printed, checks are printed, then copies of all paychecks are scanned in to the I Drive followed by copying each check and then placing copies in a file drawer. These physical files are rarely looked at. Anyone needing a report, or pay history has the ability to go into Caselle and run a report for the information they need. If they need a copy of the check that was made, there is already a copy of that check on the I Drive. No one needs the copies in the filing cabinet. Even on a rare occasion where a copy of a check would be unavailable on the I Drive, we do have access to our bank record, which keep a copy of all checks cashed through our account. I use about a half of a ream of paper each month to print payroll and payroll reports, in addition to copying checks that are issued. However, all this information is already on the IDrive, so these printed reports and copies of everything only sit in a drawer and cause time and money to create a physical file

Using Caselle Document Management, I can use the already scanned information and upload all of it to their server as well, which eliminated the need for paper copies saving time and money.

When using accounts payable, currently if you are in Caselle and looking though a vendor and find an invoice that you may not think is incorrect or would just like to verify what that invoice looks like, you have to leave Caselle, go to the IDrive, find the working folder, go to accounts payable, select the right FY and then alphabetically find the vendor. There you click on the vendor which opens monthly choices and there you will find a copy of the invoice and a copy of a check which was used to pay the invoice.

By using Document Manager, while in Caselle you can click on the invoice, and it will populate a copy right then and there. You can click on a check, and it will populate immediately for viewing. After doing a batch of invoices and check, all are scanned then are uploaded to the I Drive. After scanning, a copy of each check is then made. Then invoices and copied checks are stapled and filed away separately into folder for each vendor in the file cabinet. This takes time and money and is a completely unnecessary step. Copies of invoices and check are already uploaded to the IDrive. Using Document Management is a secondary secure server to upload the paperwork that is already scanned and saved so those using Caselle have direct access to those copies. Each time a batch of invoices are paid I will use almost an entire ream of paper.

Mayor: Donia Jessop
Council Members: Lawrence Barlow, JVar Dutson, Brigham Holm Terrill Musser, Stacy Seay
City Manager: Eric Duthie

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P.O. Box 840490
Hildale, UT 84784

Utilities can be filed into Document Management per account and eliminating the need for more copies that are kept in those physical files. These documents are already uploaded to the IDrive, uploading to Document Management eliminated the need for paper copies to sit in unopened filing cabinets.

This software eliminates unnecessary time and money for filing and copying documents that are already uploaded to our own server. Document Management would a secondary server as backup.

We currently have 11 Caselle users but not each user need Document Management. Using this new software only costs an addition $100 a month per user and there are only 4 users who would need to have this uploaded to their computer. For training and the initial set up for approved users would be an investment of $5000. Currently our subscription to Caselle is $1097.00 per month. After initial set up, our bill would be an addition $100 a month per user. My opinion is that we would at most need 4 users set up with Document Manager.

In conclusion, this software would keep documents secure and as either a primary or secondary server, reduces our need for paper dependency, which reduces costs of materials and employee time.

Document Management

COMMUNITY LIVING

SPECIALTY

Caselle Document Management, powered by eFileCabinet, is an easy-to-use, affordable document management system that makes going paperless easy. It's a feature-rich solution that simplifies the process of scanning paper documents, archiving email and managing critical files in a secure database repository.

The software seamlessly integrates with Caselle Connect, and it's flexible system lets you securely store and retrieve documents, such as correspondence, purchase orders, employee records and other confidential data. You can store files from any program source and store them in their native format. You can access, update and share them at any time with a simple click, helping you gain a competitive advantage by working more efficiently and collaboratively.

BENEFITS

· Stay secure with advanced file encryption for an extra layer of security

· Quickly reduce paper dependency, reducing risk of critical document loss.

· Organize files with templates and systematic file versioning.

EFFICIENT

· Seamlessly integrate with Microsoft Office™.

· Drag and drop files from any program source.

· Streamline workflow with point-and-click accessibility.

· Access, update and share electronic files.

· Locate documents with indexing and full text search.

FLEXIBLE

· Make scanned paper documents electronic in seconds.

· Protect data against system failure and natural disaster

· Meet regulatory requirements with role-based permission groups and audit tracking.

INTERFACES WITH
· All Caselle Applications

Caselle® Software & Services Proposal

Hildale City, UT

September 22, 2022

(Valid for 90 days)

From:

Sarah Dillon, Customer Relationship Manager
skd@caselle.com

Proposal Summary

Total Software License	$0
Total Training	3,000
Total Setup	2,000
Total Investment	**$5,000**

Monthly Software Assurance will increase by $400.

I have read and agree to all terms & conditions proposed herein.

_____
Signature

_____
Printed Name & Title

_____
Date

CASELLE® Proven Software Solutions for Local Government
www.caselle.com   Toll Free (800) 228-9851 Fax (801) 850-5001   1656 S. East Bay Blvd., Ste. 100 / Provo, UT / 84606

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Proposal Detail

Caselle® Application Software	License Fees	Training	Setup	Total
Caselle Document Management	-	$3,000	$2,000	$5,000
Zonal OCR	-	-	-	-
Grand Total	-	**$3,000**	**$2,000**	**$5,000**

Notes:

1. The training will take place online.

2. The subscription based Caselle Document Management includes: Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, OCR (10,000 pages/month). Four (4) Concurrent User Licenses, four (4) Advanced Workflow Licenses and the Caselle Integration. Zonal OCR is included.

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