



DocumentLink™ 2.0 Gives Life to Municipal Information



At the dawn of 2009, Point Software is proud to announce the release of our next generation document management application DocumentLink 2.0. However, to call it a document management application belies its full capabilities. The culmination of two years of active software development, DocumentLink 2.0 redefines document management technology to take on a much more robust meaning.

The prevalent perception of document management is a fairly limited one – documents are converted into electronic format via scanning and then archived. While that is certainly an essential part of a solution, Point's document technology puts a number of new pieces into play.

An Information Solution

Perhaps the most accurate way to describe DocumentLink is as an information solution. Documents are not simply stashed away in a digital repository. DocumentLink brings the information they contain to life – information that can be stored, shared, created, located, accessed, reviewed and updated all through a single, browser-based interface.

With that architecture in place, use of DocumentLink is not restricted to a single department. It is designed and intended for global consumption. Not only municipal departments but also residents, businesses and building contractors can access and contribute information.

A Connectible Application

The wealth of information presented by DocumentLink comes from a variety of sources, both human and electronic. A true extensible application, DocumentLink has the ability to connect to any SQL database regardless of what application manages it and thus supplement the data stored in document form.

The Value of Comments

One simple yet valuable function added to DocumentLink 2.0 is the ability to attach comments to a document as it travels through the workflow. Reviewers can now add pertinent details throughout the acceptance process to provide useful information to other users who will be handling the document. With an unlimited number of comments allowed per user, DocumentLink effectively creates a chronological log of user input for each document in the system.

Putting Your Data to Work

The amount of information managed by DocumentLink is mind boggling, but its real worth comes from using it for real-world applications like:

- Code Enforcement – The inspection services department is called on to detail code violations in the field. Using a wireless connection, violations are recorded and

uploaded to the document database in real time for immediate availability to all users.

- Public Access – Public records seamlessly extend out for online access by taxpayers.
- EMS – First responders need immediate access to vital information. This data can be kept confidential and readily available at the same time.
- Zoning – A zoning board official needs to find variances granted similar in scope to a new application. Through an intelligent search tool, locating comparable records is a simple task.

A Smart Investment

Purchasing additional technology may seem counterintuitive in tight economic times. Yet DocumentLink's pricing model addresses this issue with online use configurations trimming out at roughly \$50/month per user. This allows scalability to fit any budget, including one user solutions.

Seeing is Believing

There are so many different ways to use DocumentLink and the technology is so cutting edge that we think you need to see it for yourself to understand what it can do for you. Contact us at 1.800.368.9538 and we'll be happy to arrange for a live Web demo.



Calendar of Events

Date(s)	Event	Location
Jan. 7, 2009	Boards of Assessment Appeals Workshop	Lisbon Town Hall 1 Newent Road Lisbon, CT
Jan. 22, 2009	MAAO Winter Meeting (MCTA members are invited)	Lombardo's 6 Billings Street Randolph, MA
Feb. 5, 2009	IAAO Forum 962: Marshall & Swift Commercial Sq. Ft. Method <i>Sponsored by the Massachusetts Chapter of IAAO</i>	Wellesley Free Library 530 Washington Street Wellesley, MA

Ensure Your Accounts Receivable System is Secure

If you are a tax collector, your primary responsibility is to ensure the accuracy and integrity of your accounts receivable. It is therefore imperative that you utilize the security features provided by your system to their full extent, particularly if multiple individuals are involved in posting to the receivables.

The Point collection system offers three basic security levels to its users:

- *Module level access* treats a password like a key card, allowing the user to enter only those areas of the application that they are authorized to access.
- *Role level access* assigns permissions to users to restrict the types of functions they can perform.

The role levels range from review only access to delete capabilities.

- *Administrator level access* gives select users the right to carry out certain system level functions that include deleting an entire batch; changing a batch or deposit date; and invoking date locking (prevents the changing of payment information from before the lock date).

Point Software strongly encourages our users to fully understand and employ these security levels. If you have any questions about them, feel free to contact us and we can review your security settings together.

2009 Point Holiday Schedule

Point's offices will be closed on the following dates in 2009. Please be aware of these dates so that you may update your office calendars accordingly.

Thursday, January 1, 2009	New Year's Day
Monday, February 16, 2009	President's Day
Monday, May 25, 2009	Memorial Day
Monday, September 7, 2009	Labor Day
Monday, October 12, 2009	Columbus Day
Wednesday, November 11, 2009	Veterans Day
Thursday, November 26, 2009	Thanksgiving Day
Friday, November 27, 2009	Day after Thanksgiving
Friday, December 25, 2009	Christmas Day

Tech Tips

The start of a new calendar year means that the Registry of Motor Vehicles will soon be releasing the first excise commitment of the year. For cities and towns, this not only means it will shortly be time to prepare for issuing excise bills but also for the various processes associated with their issue.

For assessors using the Point system, one simple but important process requiring attention is the initialization of the levy year. You must initialize the levy year for excise commitments prior to issuing any excise abatements for that levy year. This process allows you to define the starting number to use for abatement certificates.

To initialize a levy year for excise commitments:

1. Access the levy year setup utility. This is done by selecting **EXCISE ABATEMENTS** from the main menu then selecting **UTILITIES > LEVY YEAR SETUP**.
2. Specify the levy year you are initializing.
3. Specify the starting number to use for abatement certificates generated for the levy year.
4. Save the levy year setup information.

Deputy Credits Program

This is a quick reminder that Point Software offers customers a 10% technology credit from fees collected from our Deputy Services. These amounts may be used to pay for services and products from Point Software and are a great way to reduce operating costs. If you interested in learning more about this program, please contact our offices at 1.800.368.9538.