

# DocumentLink™



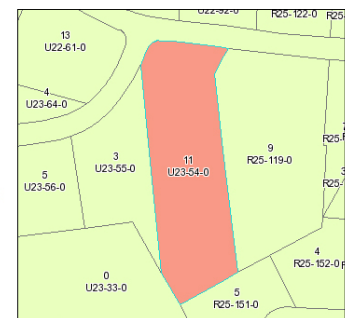
DocumentLink™ is much more than a way to organize your documents. It is a means to bring the information they contain to life - information that can be stored, shared, created, located, accessed, reviewed and updated all through a single, browser-based interface. And as a true extensible application, the information managed by DocumentLink™ also serves as a gateway to other data sources.

## Municipal Application Linking

- Place all your information resources at your fingertips by binding them through a single access point.
- Reference the information you need from a single gateway using Point's Software Switchboard to achieve convergence between departments without replacing existing technology.
- Enrich otherwise flat data from existing business intelligence under one footprint.
- Reduce operating costs by elimination of replicated data.



Municipal data extensions are just a click away...



## Online Form Completion

- Access DocumentLink™'s Document Center to expose an extensive set of pre-built and/or custom forms that may be electronically completed and maintained.
- For accuracy, form autofill completed fields such as parcel ID, location, user information and timestamp information.
- No pencil, pen or paper is needed as information is entered directly on the form.
- Electronically submit the form to add it to the workflow and initiate the approval process.

**Document Center**

All forms that you submit will be tied to the current Active Parcel. Be sure that the Active Parcel currently displayed is correct. To choose a different property, click the Search link above.

Select a Department:

- Inspectional Services
- Assessor
- Board of Health
- Building
- Conservation
- GIS
- Highway
- Inspectional Services
- Public Works
- Town Clerk

Active Parcel:  
**11 BLUEBERRY LN**  
ID: U23-54-0  
Return To Parcel

Certificate Of Habitability	Add Document	New Form
Complaint	Add Document	New Form
Housing Inspection Report	Add Document	New Form
Inspection photo	Add Document	New Form
Inspection Report	Add Document	New Form
Photograph	Add Document	New Form

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## Document Archiving

- Access the centralized document database to search and view property details.
- Browse through the Document Tree to open documents pertinent to the selected parcel.
- Add, link and display files of any file type configured for your DocumentLink™ system - including text files, photos and video clips.
- Run batch processes to autoindex large document sets using existing reporting or other fashioned documents.

**Search Criteria**

Search Type:  Parcel  Document

Search By:

Search Text:

Find Property

## Signature Recording

- Approving and signing documents has been made easy with DocumentLink™.
- Permissions and roles control which users have signature capability that are combined with form-based business rules.
- Multiple signature documents enlist workflow acceptance models to control acceptance signing by all required users.
- Signature information may be fully detailed by viewing the Signature Transaction audit logs.
- Signatures may be limited to internal or extended for public use and form submission.
- Log and transaction files convey information about any signature found in the system including the date of signing, the signer's name and contact information, and the transaction ID.

INSPECTION SERVICES DEPARTMENT  
CERTIFICATE OF HABITABILITY

Check No. 12345

Chapter 4, Section 4-13 Date: 1/29/2009 (mm-dd-yyyy)

This is to certify that  
Owner: JOE JOHN Phone No. 413.241.4444  
Address: 11 BLUEBERRY LANE, DEBOWTOWN, MA 01028-0000  
Agent: Joe Smith Phone No. 413.733.3333  
has permission to rent [ ] No. of rooms [ ]  
located at 11 BLUEBERRY LN  
for the purpose of Rental services

Subject to obtaining a Certificate of Habitability from Inspection Services.  
A new Certificate of Habitability must be obtained for this apartment before re-entering.  
This apartment was not inspected for lead paint by this Department.

Inspector Name: [Signature]  
Inspection Date: 1/29/2009  
Code Enforcement Officer: [Signature]

Any person who shall fail to comply with any order pursuant filed no less than ten nor more than five hundred dollars. E separate violation.

Signature Transaction Certificate

Signer Name: John Smith  
Inspection Services  
Transaction ID: 123456789  
Transaction Date: 1/29/2009 11:05:04 AM  
Email: inspector@debowl.com  
Phone: 413.733.3333  
Address: 111 Main Street  
Debowtown, MA 01028

[Signature of John Smith]

## Workflow Management

- Replicate municipal approval processes using the Workflow Manager to create the relationships of forms between departments.
- Assign the signature and acceptance requirements by department for each form type.
- Make forms available online for public access, completion and submission.
- Customize the e-mail notification to be sent to the applicant when the approval process is complete.
- Workflows trigger status notifications between departments and remind users when a form requires their attention.
- View, edit and accept/reject forms currently assigned for your review through your own personal Workflow Center.
- Automatically add the completed form to the relevant parcel's Document Tree when you grant it final approval.

Search by Department:  
Inspection Services

Form Approval  
Approval is required for the following submitted forms:

Form Type: All forms Submitted By: All users

Date Submitted	Form Name	Department	Submitted By	Action
1/29/2009 11:05:04 AM	Building Occupancy Permit	Inspection Adm.	JOE JOHN	Open / Sign / Delete / Accept / Comments / Print
1/29/2009 11:05:04 AM	Certificate Of Habitability	Inspection Adm.	JOE JOHN	Open / Sign / Delete / Accept / Comments / Print
1/29/2009 11:05:04 AM	Housing Inspection Report	Inspection Adm.	JOE JOHN	Open / Sign / Delete / Accept / Comments / Print
1/28/2009 3:07:08 PM	Inspection Report	11 BLUEBERRY LN	Inspection Adm.	Open / Sign / Delete / Accept / Comments / Print
1/23/2009 12:08:45 PM	Certificate Of Habitability	54 LAKE SHORE DR	Inspection Adm.	Open / Sign / Delete / Accept / Comments / Print
1/21/2009 10:39:30 AM	Building Occupancy Permit	54 LAKE SHORE DR	Inspection Adm.	Open / Sign / Delete / Accept / Comments / Print
1/21/2009 10:30:59 AM	Inspection Report	54 LAKE SHORE DR	Inspection Adm.	Open / Sign / Delete / Accept / Comments / Print
1/21/2009 10:26:50 AM	Certificate Of Habitability	Inspection Adm.	Inspection Adm.	Open / Sign / Delete / Accept / Comments / Print
1/16/2009 12:19:14 PM	Inspection Report	3 BLUEBERRY LN	Inspection Adm.	Open / Sign / Delete / Accept / Comments / Print
1/16/2009 12:17:24 PM	Inspection Report	3 BLUEBERRY LN	Inspection Adm.	Open / Sign / Delete / Accept / Comments / Print
1/9/2009 11:54:41 AM	Building Occupancy Permit	3 BLUEBERRY LN	Inspection Adm.	Open / Sign / Delete / Accept / Comments / Print

Document Approval  
Approval is required for the following uploaded documents:

Date Uploaded	Document Name	File Type	Size	Uploaded By	Email	Action
1/29/2009 12:03:03 PM	Certificate Of Habitability	Adobe PDF	341KB	Jenice Smith	Jenice73@gmail.com	Open / Delete / Accept / Comments
12/22/2008 3:01:14 PM	Inspection photo	Image	4KB	Inspection Adm.	inspector@debowl.com	Open / Delete / Accept / Comments

New Contractor Approval

## Powerful Administration

- Install as an in-house solution or use DocumentLink™ as a software service from a data center available via the Internet.
- Grow the software with your municipality through scalable department inclusion.
- Add an unlimited number of document types for internal or public access.
- Implement role-based security and assign permissions for view, edit or delete functions.
- Add departments or users to scale DocumentLink™ anywhere from a single user to an enterprise-level solution.
- Combine DocumentLink™ with your applications or extend its use with recommended partner solutions.