

Let the experts at
Cities Digital help you
Go Paperless

Take Information Further



CITIES DIGITAL[®]
TAKE INFORMATION FURTHER

Cities Digital is dedicated to innovative, paperless solutions for electronic content management. By choosing Cities Digital as your ECM Solutions partner, you are able to source all of your document management software, services, backup, and conversions from the same company. Our team can provide document scanning, legacy system conversions, and maintain your software going forward.

Imaging technology is a serious infrastructure investment and we are serious about making sure that this long-term investment works for you now and into the future.

GO PAPERLESS. IT'S TIME.

With Laserfiche Document Management, you'll save time and money.

Time is money. Looking for information, trying to find client files, or not having access to what you need offsite wastes time. Add compliance demands, email and social media to this list, and the job of document management can seem overwhelming.

Cities Digital is an authorized reseller of the premier document imaging and records management application, Laserfiche. This rapidly deployed document management platform delivers high-volume information capture, retrieval and distribution, and improves productivity, all while reducing the cost of compliance.

Document Management Benefits are REAL.

- Increase Business Value and Profitability.
- Attract, retain and support top talent with powerful technology.
- Simplify business transfer and succession planning with easily transferable client files.
- Gain competitive edge with lower costs and faster client service.
- Simplify and lower costs of compliance.
- Publish time dated records to unalterable media.
- Establish, maintain and demonstrate compliance with regulations such as SEC and FINRA regulations, Sarbanes-Oxley and the USA PATRIOT Act.
- Consistently monitor document access and retrieval with Audit Trail™.

Document Scanning

To meet your scanning needs, Cities Digital offers document scanning and conversion services from our service bureau. Our safe, secure, and efficient scanning bureau ensures that even the most sensitive documents can be trusted to us for handling. We are one of the only scanning service centers that will also scan your documents onsite in the security of your own office. Having a service bureau scan your backfiles gives your staff the ability to focus on your business instead.

BE INTEGRATED.

Custom Software Development

Every document management solution is unique. To really make the system your own, we integrate and unify your systems, making the overall solution that much more powerful. Our team of developers can make your system friendly and accessible to all users and easy for all administrators.



BE GUIDED.

Technical Support and Installation

Cities Digital is the first line of support for registered Laserfiche customers. Our expert technicians can diagnose and solve any issue you have via telephone, online chat or onsite consultation.

Consulting and Training

Document management solutions present many opportunities for an organization to optimize policies and procedures. Our qualified consultants will assist you with planning many aspects of the proposed system to help ensure a smooth transition.

Consulting services may include:

- Project planning: includes scope definition, timeline development, training and installation.
- System design: offers best practices for document organization, naming indexing, security.
- Procedural design: provides tips for successfully implementing document imaging procedures into an organizational culture.

Cities Digital conducts initial training at each client's site. We find that when users are able to use their own computers during, or immediately following the training, they absorb more of the information.

BE SECURE.

Online Backup

The value of most businesses is stored on paper, in their corporate knowledgebase. By digitizing and creating an online backup of your information, you protect the value of your business and ensure against costly downtime. Knowing all of your important documents are safe is true peace of mind. Our online backup meets disaster recovery protocols for many industry compliance needs.



BE SUPPORTED.

Canon Scanners

Cities Digital is a Canon Certified Repair Depot. Our consultants are trained to repair any part of your Canon Scanner. We also carry consumable parts such as roller kits.

From Our Clients:

"We don't have a dedicated support staff," says Mark Berger of Berger Financial Group. "I personally deal with many of the smaller questions that our staff have, but I really rely on Cities Digital to help out when a more complex question arises. We've had nothing but good experience with their support."

"Going paperless is everything we'd hoped it would be," he adds. "It doesn't just help us all do a better job, it also helps us provide better service for our clients."

Mark Berger
Berger Financial Group



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SAVE TIME. SAVE MONEY. IMPROVE SECURITY.

Did you know that...

- professionals spend 15% of their day reading information.
- they also spend 50% of their time looking for information.
- on average, one paper document is copied 19 times.
- up to 90% of an organization's memory exists on paper.
- 7.5% of all documents get lost, 3% of the remainder get misfiled.

*Coopers & Lybrand Study

The time to go paperless is now.

Cities Digital has all the solutions you need for records management.

- Laserfiche
- Scanning Service Bureau
- Custom Software Development
- Technical Support
- Online Backup
- Consulting & Training

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