



Everyone is trying to locate critical information that is buried in thousands of government documents spread across your organization. And it's the corporate administration department that often gets stuck in the middle, tasked with digging up the information.

Our **CivicWeb FilePro** tool enables governments to quickly organize, store, search, print and publish key documents such as agenda packets, minutes, ordinances, agenda bills, correspondence, manuals and contracts. With a click of a mouse, **CivicWeb FilePro** makes this information quickly and easily available and searchable for those who need it, when they need it.

## HIGHLIGHTS

- Includes the following:
  - *FilePro Custom Banner* – see separate sheet
  - *FilePro Connector* – see separate sheet
  - *FilePro Enterprise Search*
- Information is organized within a referencing system and documents can be inter-linked
- Powerful and user friendly search capabilities
- Documents can be added quickly on an individual document basis or in batches
- Confidential information can be managed with logon security for any group you need
- When used as part of the *Meeting Management Solution*, final agenda packets, minutes, and related documents can be quickly made available for public and/or staff access on a designated website via a link to the *FilePro* module
- Documents can be bookmarked for quick retrieval
- Information can be easily shared between offices in different geographic locations and can be accessed anywhere the Internet is available
- Flexible access levels and security options
- Complete administrative control over most key settings
- License includes unlimited users provided such users are employees of the Customer (aside from public access to public folders)

*"The City of Newcastle uses FilePro and we love it! Once of the greatest things is this - FilePro is an on-line document storage and retrieval system making things searchable for staff at work and our community members at home on the Internet. Feedback from residents is positive and they greatly appreciate being able to do their own research - on their own time."*

**Bob Baker, City Clerk | City of Newcastle, WA**



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CIVICWEB – YOU KNOW MORE THAN YOU THINK