

# DOCUMENT MANAGEMENT

## **WITHOUT** ENTERPRISE DOCUMENT MANAGEMENT

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### **No Integration**

Using multiple software to manage documents combined with the storing of physical paperwork is likely to leave companies disorganized. The combination of paper and electronic documents may lead to administrative errors, often resulting in confusion and data loss.



### **Lack of Document Tracking**

Without a singular Document Management system in place, keeping track and collecting important documents becomes increasingly difficult. With documents distributed and stored in multiple areas, additional time is needed to search through filing cabinets and storage, thus slowing down a business' work flow.



### **Limited Control**

A true Document Management solution should provide businesses with the ability to monitor and keep track of all important documents. Without a solution in place, owners and managers are unable to attain control and are more susceptible to overlooking administrative mistakes.



### **Poor Visibility**

Without a fully-integrated Document Management solution, owners and managers are unable to gain a complete view of how the business is doing. With difficulty in accessing important information, and data spread out across multiple platforms, making accurate business decisions becomes a challenge.



# DOCUMENT MANAGEMENT



With Digio, if a customer calls in and I need to access a particular work order or invoice, I can simply go into Digio, search, and access the work order which not only saves us time, but helps improve our customer service as well."

**SCOTT TRACY,**  
Owner,  
Chiller Systems Service Inc.

## WITH ENTERPRISE DOCUMENT MANAGEMENT

The Enterprise Document Management solution (Digio) collects, sorts and organizes all important documents in one central location. Rather than storing and filing large amounts of paperwork, our Document Management solution allows you to easily scan and import documents directly into Jonas Construction Software. Digio acts as an electronic filing cabinet, creating a secure space for all documents to be stored, including work orders, subcontracts, payroll, billing and customer information. Once documents are auto-stored, searching for any document is quick and easy.

### Full Integration

Easily centralize all of your documents in one place. Digio allows for documents of all file types, including drawings, videos and images. With all documents accessible electronically, reduce the time spent searching and retrieving information, and easily store all related documents accordingly. Through eDigio, transfer documents to sub-contractors, suppliers, project managers, customers and field employees.



### Accurate Document Tracking

With Digio, businesses are provided with a single Document Management solution. Rather than using multiple systems, each document is uploaded into Jonas, and ensures that all important data is recorded and accounted for. With Digio, eliminate common administrative mistakes and keep track of all documents in an easy-to-use dashboard.



### Save Time

Digio allows businesses to view all documents from one integrated location. Reduce the time spent looking for paper documents and use Digio's intuitive search and retrieval functions to find the right document in seconds. Also, with eDigio, save time and effort by accessing, sharing and transferring documents instantly while on the go, directly from your mobile device or laptop.



### Enhanced Visibility

Through our fully integrated Document Management solution Digio, gain greater insight into the progress of each project as well as technician productivity. Be more proactive by accessing accurate and comprehensive data in real-time to help move the business forward.

