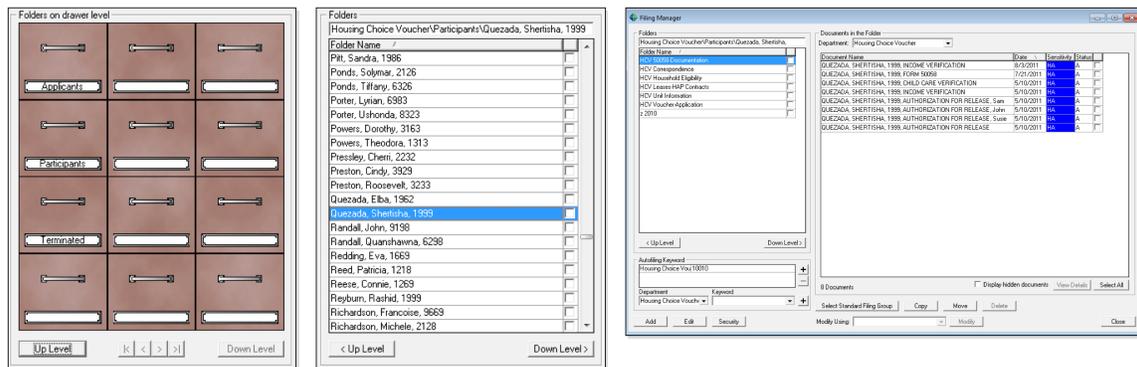# Electronic Tenant Records

**FileVision**

## Running an Efficient and Productive Local Housing Agency Has Never Been More Challenging

At FileVision we understand your challenges and have developed our Electronic Tenant Record solution specifically for Housing Authorities and Community Development Agencies. Our system streamlines the collection, organization, review, storage and retention of tenant documents through each step of the application, interim request and recertification process.

FileVision's Electronic Tenant Record (ETR) solution is not just about going paperless; it's about integrating tenant documents and data into your workflow process allowing you to create, retain and manage tenant records in a consistent manner under the guidelines of your policy, procedures and necessary compliances.

No longer will you see those thick color coded files stacked in piles or hear the words "I Can't Locate the File", all your tenant records and data are just a click away. ETR's powerful search and retrieval capabilities present counselors with records within seconds. Graphical display's provide counselors an electronic view of file cabinets, its' drawers and folders, making for easy recognition of individual tenant records. Data that is stored in the ETR is searchable and reportable, allowing users to effectively report the state-of-the business on individual ETR's or multiple ETR's on a moments notice.



The sophisticated combination of data and documents being stored together allows our solution to automatically trigger an event or action to be taken by a counselor. Via ETR's noticeboard, counselors are alerted to the "Call for Action". And, with just a click the entire ETR is presented along with an overview of the necessary action to be taken and an audit list of documents necessary for compliance highlighting those documents that are missing from the ETR.

## Public Housing Authorities and Community Development Agencies improve their services through:

- Single location for all tenant data
- Easier and faster access to files
- Streamlined processes
- Automated tracking and resolution workflows
- Fast & easy audits of the ETR
- Improved information sharing and cross-counselor coordination
- Improved Tenant Record security
- Improved disaster recovery
- Minimizing the impact of staff turnover

## Cost savings along with State and Federal compliance are met by:

- Elimination of physical storage space
- Decreased work effort of maintaining manual files
- Reducing the need to print or copy documents
- Lowering your audit costs
- Making paperless HUD audits possible
- Accessing controls and audit trails
- Consistent handling of Tenant Records
- Single repository of records
- Automated enforcement of the retention policy
- Compliances being embedded in the solutions, reducing human error

FileVision has helped Housing Authorities (HA's) and Community Development Agencies (CDA's) devote more of their resources to delivering on their mission and less on administrative overhead.  This powerful solution is designed to interface with most HMS, so you can leverage the power of FileVison's ERT quickly and economically.

To further investigate and learn the functionality of FileVision's Electronic Tenant Record and its benefits, please call 770-551-1403 or visit our website at www.FileVision.com.