



munis[®]
a tyler erp solution

Tyler Content Manager, Standard Edition for Munis[®] (TCM SE)

Tyler Content Manager Standard Edition (TCM SE) includes all the features of TCM Limited Edition and is in essence TCM Enterprise Edition limited to Munis applications. Munis provides a site license for viewing content for Munis users. TCM SE is restricted to content management related to Munis applications only. This solution is ideal for clients who wish to administer, protect images and retrieve a wide range of documents related to Munis.

How TCM SE works

TCM SE is pre-configured and fully integrated with a number of documents. Using TylerForms, Tyler automated the capture of thousands of form images that are normally printed.

Clients scan additional documents related to core Munis business processes that originate externally. Users have easy access to all these securely archived documents, retrieving images directly from their Munis inquiry screens or directly from TCM SE. Additionally, system-generated reports are archived for later retrieval. TCM SE is ideal for clients who wish to eliminate paper, protect images and retrieve a variety of related documents.

Benefits of TCM SE

- Manage electronic documents and lessen the need for file cabinets
- Eliminate misfiled documents, lost paperwork and the search through paper files, saving time and money while increasing productivity
- Provides user access to documents associated with Munis transactions
- Automatically captures your Forms and reports
- Users retrieve from their familiar interface from all inquiry screens
- Eliminates liability that comes with employees deleting (or not deleting) documents according to best practices

- Multiple users simultaneously retrieve vital business documents
- Conforms to Records Management requirements, including retention schedules and file plans
- Responds to audit information requests, subpoenas, and other mandatory requirements
- Disaster Recovery and Long-term protection is assured with a minimum of administration
- Mark up and annotate documents creating Sticky Notes, Text Stamp and more
- Each word in a document can be indexed for keyword searches

Control Your Paperwork Process

With TCM SE, all documents are linked together through one solution. For instance, users can view a vendor invoice and its related credit memo, quotation, contract document, packing list, or any other incoming correspondence.

Human Resource users can view documents related to Personnel Action, New Hire, and Employee files. This feature is leveraged across the organization in multiple business scenarios. Because some Munis content is central to the needs of all users, authorized personnel can display all the associated documents with just a few clicks of the mouse.

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Tyler Content Manager, Standard Edition (TCM SE) – an easy-to-deploy content management solution designed specifically for Munis clients of every size. Through the easy capture, storage, and retrieval of documents, it's the perfect starting point for clients interested in electronically managing and seamlessly incorporating paper documents into Munis processes.

- Site License for all Munis Users
- A library of over 50 document types are provided.
- TCM doc library is integrated with over 98 Munis screens .
- Batch invoice processing
- Munis Mail Merge and TCM Archive
- Capturing System-generated Reports
- Automated the process of imaging, indexing, and storing TylerForms
- Optical Character Recognition (OCR)
- Capture Network Documents

For more information, visit
www.tylertech.com
or email
info@tylertech.com

Empowering people who serve the public™



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Features of TCM SE include:

Batch Invoice Processing

To make invoice processing easier, TCM SE supports invoice batch scanning. TCM SE saves time by automatically indexing batches of vendor invoice documents—users complete the AP invoice-creation process in Munis as they normally would and then archive the invoice. With the aid of barcode-recognition technology, they reduce the labor associated with invoice processing.

Automatically archive Munis Mail Merge documents to TCM

- Users create, print and archive documents sent to employees, citizens or vendors

Basic OCR

Scan paper documents (full text search and copy/paste) and automatically recognize text and Bar Codes with optical character recognition (OCR)

Advanced search

- “Key Word” search capabilities for all document types from within TCM. Using advanced search capabilities within TCM, search by keyword(s) and phrases, or brief descriptions.
- Customize “search” criteria for better search results using TCM filters

Scheduler

Include links to reports submitted to TCM during execution of a scheduled job

View documents from Munis Central Programs

Through the Dash Board from Munis Central Programs (Vendor Central, Employee Central, etc) users can view images of important document like checks and invoices

Self Service viewing

Retrieval of Images from Self Service for Employees, Vendors, and Citizens i.e. Employees can view P/R check and W-2 images (Munis 8.2+)

Security

- Extensive capabilities ensure accuracy and integrity of stored documents and content
- Flexibility within security, providing authorization to certain users, security, redaction, records management and more

Audit Trail/Versioning

With built in versioning and audit trail functions, see who has modified content; also, compare versions or restore content from previous versions

Optional Modules

- Retrieve content through TCM web™
- Browser-based interface that allows e-commerce, public search, retrieval over the Internet

Advanced OCR (optional)

- Document-based OCR takes your most frequently standard documents, applies your organization’s indexing rules to automatically index those documents.
- Optical Character Recognition (OCR) with full-text search capabilities

TCM Disaster Recovery services (optional)

Will restore your latest data and images and in most cases will have you up and running within hours of reporting a disaster. (Clients are expected to continue their backups for retention purposes)

Go Green with Tyler Content Manager

Create a green initiative for your school district when you transform paper-based information to electronic documents with Tyler Content Manager. Because documents are available from anywhere, moving information to those who need it is cost effective and good for the environment—fewer trees, less gas consumption and carbon emissions. What’s more, you’ll save on mailing costs and realize a significant return on investment.

TCM SE is restricted to content management related only to Munis applications. Tyler provides a site license for viewing content for Munis users. For use with applications outside of Munis, clients should consider the TCM Enterprise Edition.