

DocuWare is a proven enterprise content management system. Paired with the StapleWare® Deficiency Manager module, it makes keeping track of missing documents easy.

### Track Missing Documents

Create a list of required document and apply it to your of documents, creating an electronic checklist. Prevent processes from moving forward until all mandatory documents have been captured.

### Dynamic Checklists

What if the list of required documents changes based on the location or department of the document? With Deficiency Manager, you can easily setup dynamic lists to change the required document list based on a second grouping field.

*For example: The Engineering department requires 5 documents for each new employee, but the Project Management department requires 7 documents. Setup a Deficiency Manager tab that tracks each employee by departments but uses 2 different required document lists based on the employee's department.*

### Deficiency Reporting

Generate deficient document reports and export the results to a CSV file.



### Benefits

- Eliminate Paper Checklists
- Easily Track Missing Documents
- Generate Deficiency Reports
- DocuWare Cloud Compatible

### Applications

- Employee On-Boarding
- Student Enrollment
- Manufacturing
- Loan Applications
- Medical Record Coding & Billing

