

OVERVIEW

Treeno Enterprise Document Management Property Management

Treeno Securely Manages

Leases and Addendums

Move-in/Move-out files

Vendor Contracts

Legal Documents

Invoices

Meeting Minutes and Agendas

Work Orders

Human Resource Files

Treeno empowers your company to streamline operations, improve efficiency, reduce costs and simplify audit preparation.

Secure Mobile Access to Your Documents Anytime Anywhere from Any Device

Commercial and Residential property management companies of all sizes struggle with managing, securing and accessing business documentation related to financials, back office, property files, lessee files and unit level documents. Treeno's Electronic Document Management (EDM) can help your organization to enhance mobile access to authorized files while offering the deepest security of their clients and business files. Treeno EDM will lower your operation expenses by enabling authorized users access to files instantly.

Property Management companies processes thousands of physical documents each year including applications, financial and credit files, lessee agreements, addendums, move-in, move-out, pictures, financial reports, vendor contracts, meeting minutes and agendas, invoices, purchase orders and human resource files.

Discover the Power of Treeno Enterprise Document Management (EDM)

Treeno EDM is an easy-to-use and extremely powerful integrated document and workflow management system that enables property management like yours to capture, organize and share any type of digital or paper-based document within a secure, central repository. System deployment is effortless, document retrieval is instant, integration with existing applications is seamless and the Treeno system can scale to support as few or as many users as your organization requires.

Transform Your Organization

- Access files securely anywhere, anytime from any device
- Operate more efficiently
- Reduce reliance on paper
- Secure your tenants and employees Personal Identification Information
- Increase efficiency with real time workflow routing and approval.

Ensure Document Integrity and Security

The ability to track and control sensitive information using a centralized repository and clear audit trail is paramount for property management organizations. Treno EDM includes comprehensive audit trail capabilities, including task date and time stamp, task originator, task description and related document activities.

With Treno you can eliminate the possibility that documents stored in your EDM system will be altered without detection, ensuring undisputed authenticity of records. And, integrated notification capabilities can inform management when relevant content within the repository is updated.

Disaster recovery is also greatly improved, as items previously managed via fax, mail, and other paper means are now stored in the Treno repository. With Treno EDM, documents of all types can be backed up in a secure fashion and are protected from theft, accidental loss, or destruction.

Property Management Companies rely on Treno to:

- Secure clients and employee confidential documents from unauthorized access
- Improve access and efficiency to documents by authorized users
- Protect lessee application, financial background files and contracts and through its life cycle
- Reduce paper, paper storage, photocopying and faxing costs
- Reduce storage costs
- Improve internal productivity
- Reduce operating costs (storage, retrieval, photocopying, and administration)
- Enable productivity tracking and accountability, ensuring turnaround requirements are always met
- Streamline integration with existing management systems such as Yardi, MRI and Realpage
- Exchange data rapidly with all departments
- Reduce demand for physical storage space
- Ease the burden of regulatory compliance
- Improve your ability to manage contracts and budget revisions
- Streamline and automate document retention and destruction processes

ABOUT TRENO SOFTWARE

Established in 2002, Treno Software is a leader in the Enterprise Document Management (EDM) industry. Treno Software's mission is to provide their customers with operational workflow efficiencies and measureable return on investment (ROI) through the fast installation and implementation of their fully secure, highly reliable, and easy-to-use, web-based Enterprise Document Management (EDM) Software Solution.

To learn how Treno can help you— call **800.528.5005** or visit us on the web at **trenosoftware.com**.