



Tribal Designated Housing Entity
Managing Homes...Managing Paper
S.W.A. Corporation—Rosebud, SD



Rosebud Sioux Tribe Housing Authority manages over 1,200 home units. Utilizing the FileDirector® Document Management System they have digitized over 200,000 tenant documents which has allowed them more time to serve tenants, better space utilization and provided room to grown.

In the 1990s the Rosebud Sioux Tribal Council created S.W.A. Corporation as the Tribal Designated Housing Entity to develop and support self-sustaining, desirable, and affordable residential housing and

communities on and near the Rosebud Reservation for individuals and families who want or need to live there. Currently, SWA Corporation manages over 1,200 home units.

As with any program, the need to document all activities is both essential and substantial. Said Amos Prue, SWA Corporation's CEO, "I'd have to say over the history of the organization, every file that has been produced as a result of tenancy has been maintained. We do have a lot of files. We do have a lot of paper."

In an effort to provide better management of their ever-growing document problem, SWA Corporation purchased and installed FileDirector®, a digital document management system from Active Data Systems in Sioux Falls. FileDirector® has the most flexible and comprehensive document capture features available. Paper and electronic documents, whatever their format or source, are easily captured and organized. However, having a system and making one work are two different things. Catching up on hundreds of thousands of documents in the SWA filing cabinets created a hurdle that needed to be overcome.

It turned out the company just didn't have the manpower to complete the

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2504 W 46th St.
Sioux Falls, SD 57105
(605) 335-5906

Sales & Support:
info@activedatasystems.com



Active Data Systems (ADS) is a Sioux Falls, SD based corporation that provides document imaging solutions for government and businesses in a six state area. ADS has been delivering and supporting document imaging consultation, products and services since 1982.



Find out more at www.activedatasystems.com

task, said Damon Durick, account representative for Active Data Systems. He added, "So instead of abandoning the whole project, we decided to have Active Data Systems' Service Bureau take care of the scanning to get them caught up, and then the SWA employees would take over and do the scanning from there."

More Time To Serve Tenants...

More than 200,000 documents have been scanned, and the digitized document data of occupancy information



**Amos Prue
SWA Corporation
CEO**

has been returned to SWA Corporation. Says Amos Prue, "Well, I think it's going to benefit us immensely in that it's going to free up our staff's time for dealing more directly with tenants' needs instead of spending their time chasing all this paper."

Better Space Utilization...

The elimination of space-hogging filing cabinets provided SWA with an opportunity to put that space to better use: office and tenant consultation areas.

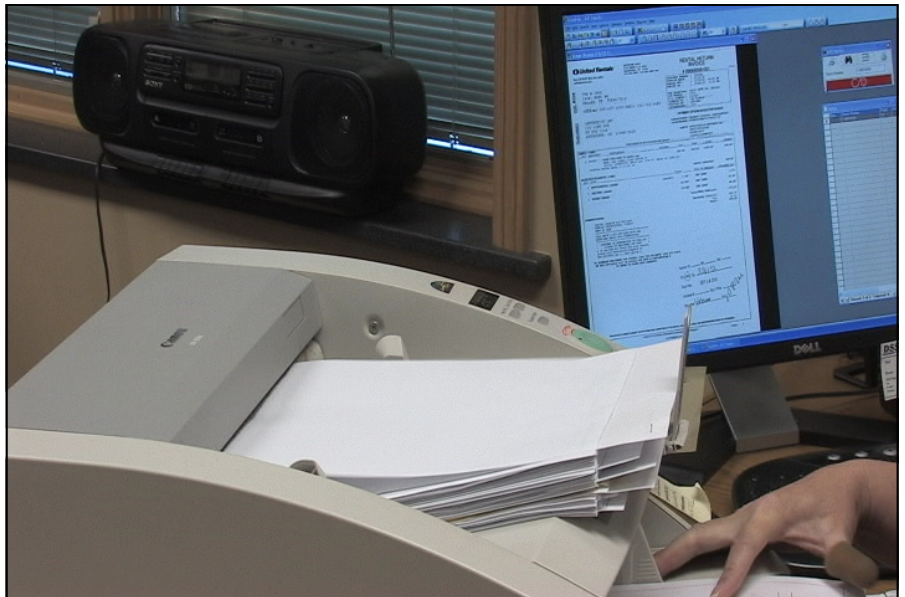


Documents Safe & Secure...

For SWA Corporation, protection of information is vital. File Director's comprehensive

**Damon Durick
Account Rep.
Active Data Systems**

security settings ensure that only those with the proper usernames and passwords have access to tenants' information and assures that once information is in the system, it's there to stay.




Over 200,000 documents have been scanned into the SWA Corporation's FileDirector document management system.

Room To Grow...

FileDirector® is a modular system that allows a company to effectively tailor its own solution as document management needs grow. With FileDirector®, SWA Corporation is confident its document management system will fully adapt to meet future requirements. Said Prue, "We have eight departments, and now that we have nearly completed the document imaging for our Occupancy area, our plan is that eventually all of our departments would transition into document imaging."



Currently, SWA Corporation manages over 1,200 home units.



FileDirector® solutions can manage millions of documents being accessed by thousands of users wherever they need access.

FileDirector® makes storing, classification and the retrieval and distribution of documents quick and efficient.

FileDirector® is based on a modular system, which allows a company to effectively tailor their own solution, and as the com-



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