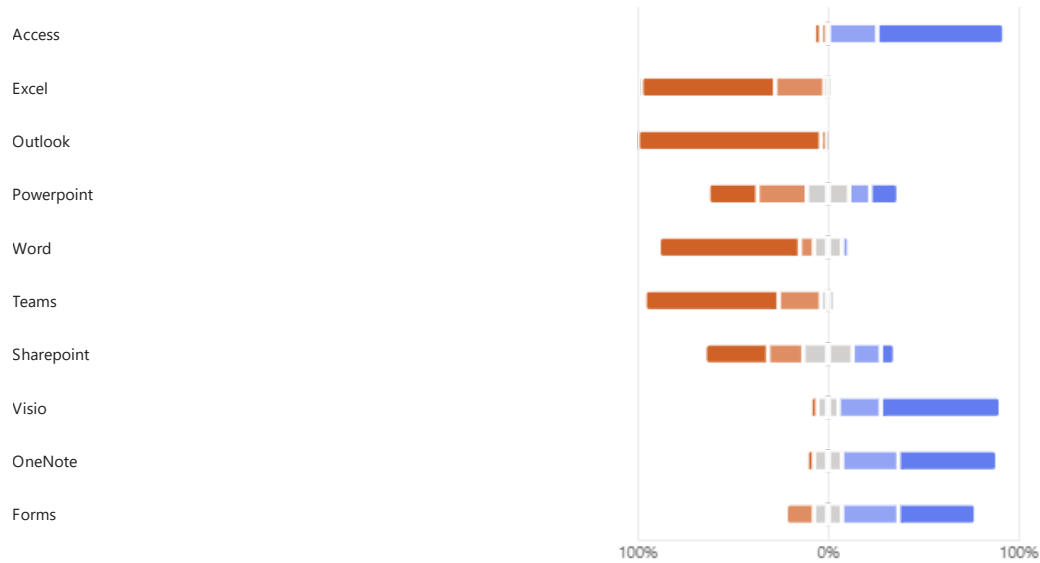


Documentation Management Survey Results: Summary

1. How often do you use these Microsoft applications?

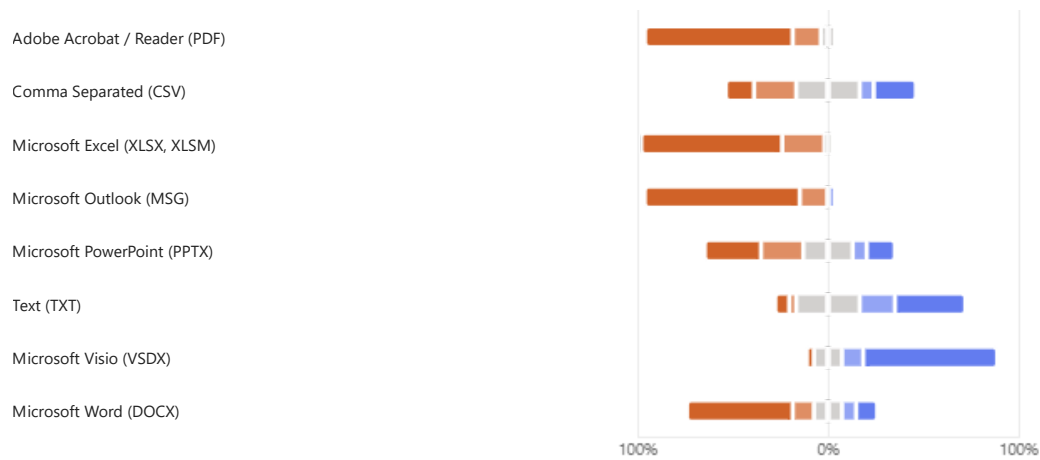
Frequently = At least Daily, Often = At least Weekly, Sometimes = At least Monthly, Rarely = Seasonally or Annually

● Frequently ● Often ● Sometimes ● Rarely ● Never



2. Document Types: What types of files / documents do you work with?

● Frequently ● Often ● Sometimes ● Rarely ● Never



Documentation Management Survey Results Summary

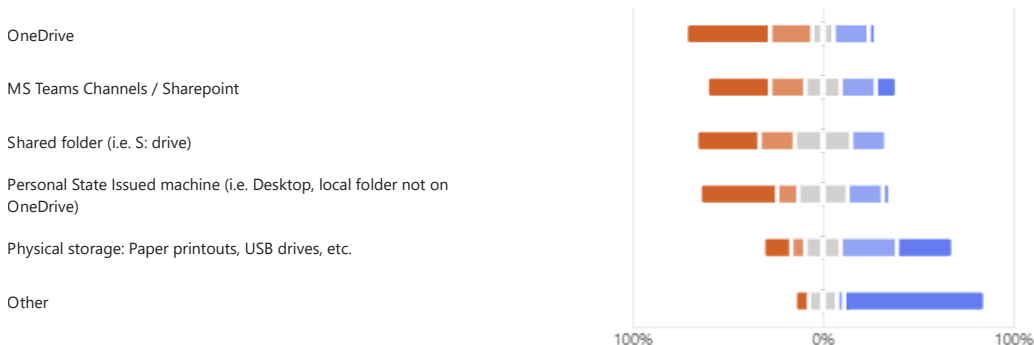
If there are other file / document types you work with not mentioned above, please specify here.

8
Responses

Latest Responses
"Access"
...

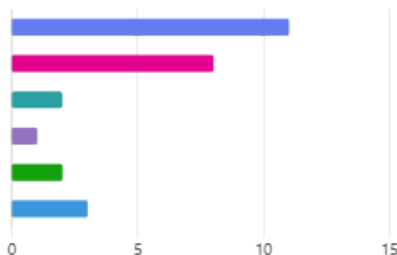
4. Document Storage: Indicate how often you currently use the current file storage methods.

● Frequently ● Often ● Sometimes ● Rarely ● Never



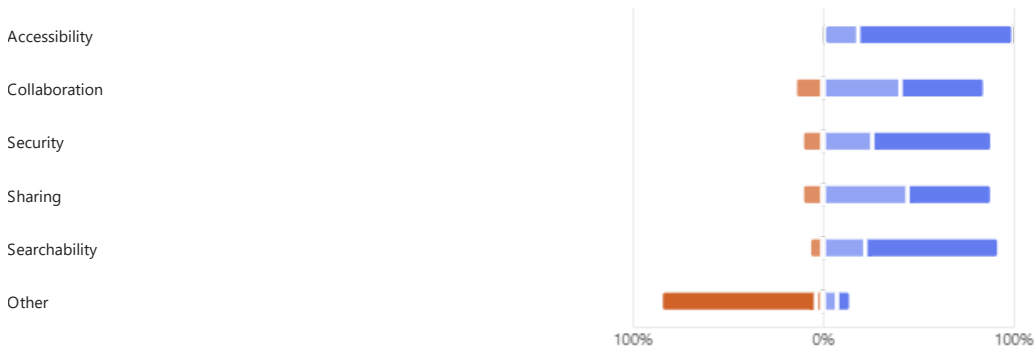
5. Document Storage: Considering the most used file storage method, what is the primary reason for using that method? If Other, please specify.

- Accessibility: Documents are easily accessible without needing to open other applications 11
- Collaboration: Multiple people can update the same document 8
- Security: Most secure method of restricting access 2
- Sharing: Document access permissions can be customized 1
- Searchability: Documents can be easily found using straightforward search methods 2
- Other 3



6. What factors are important in a documentation management system?

● Not Important ● Somewhat Important ● Important ● Very Important



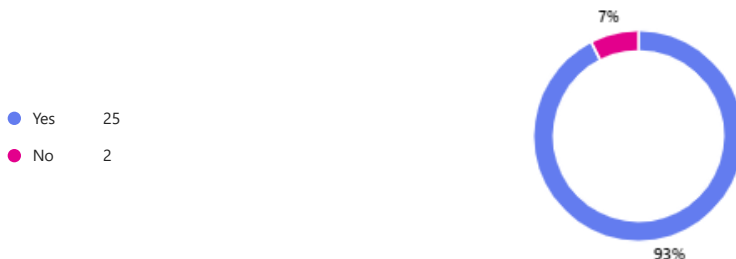
Documentation Management Survey Results Summary

7. If there are other important factors that weigh in your assessment of a documentation management system, please specify those factors, including the level of importance.

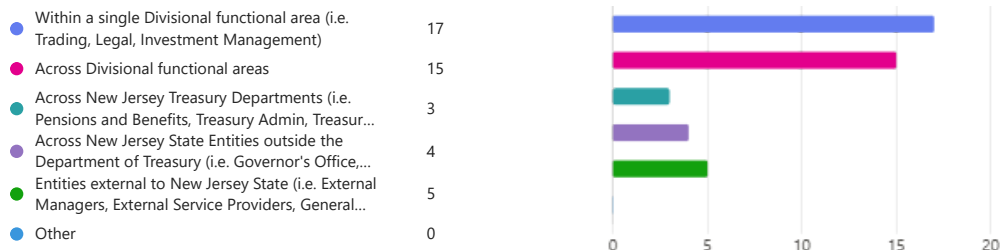
14
Responses

Latest Responses
"easy to store, share, and retrieve"
...

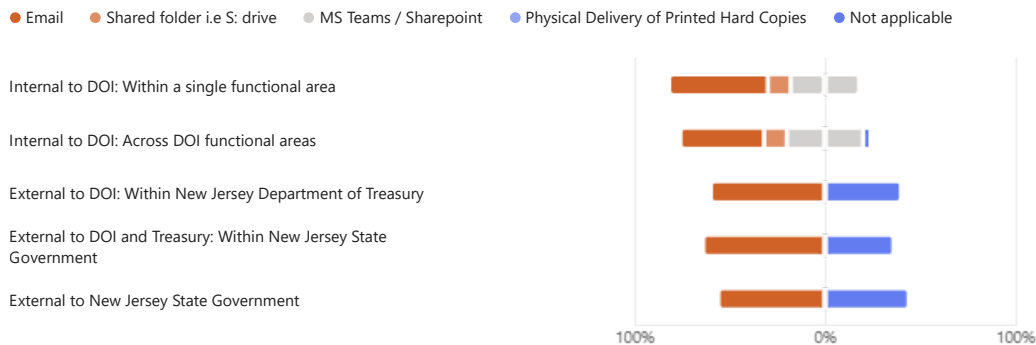
8. Collaboration: Do you collaborate with others on documents? Others could include people in the same or different teams, within or outside the Division, Department and State.



9. What is the scope of document collaboration within your functional area(s)? Select all that apply.

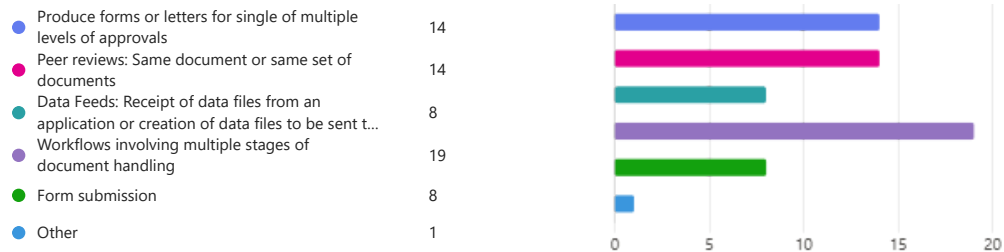


10. Currently, what is the primary method used for sharing documents requiring collaboration? Documents can include but not limited to written communications, forms, data files.



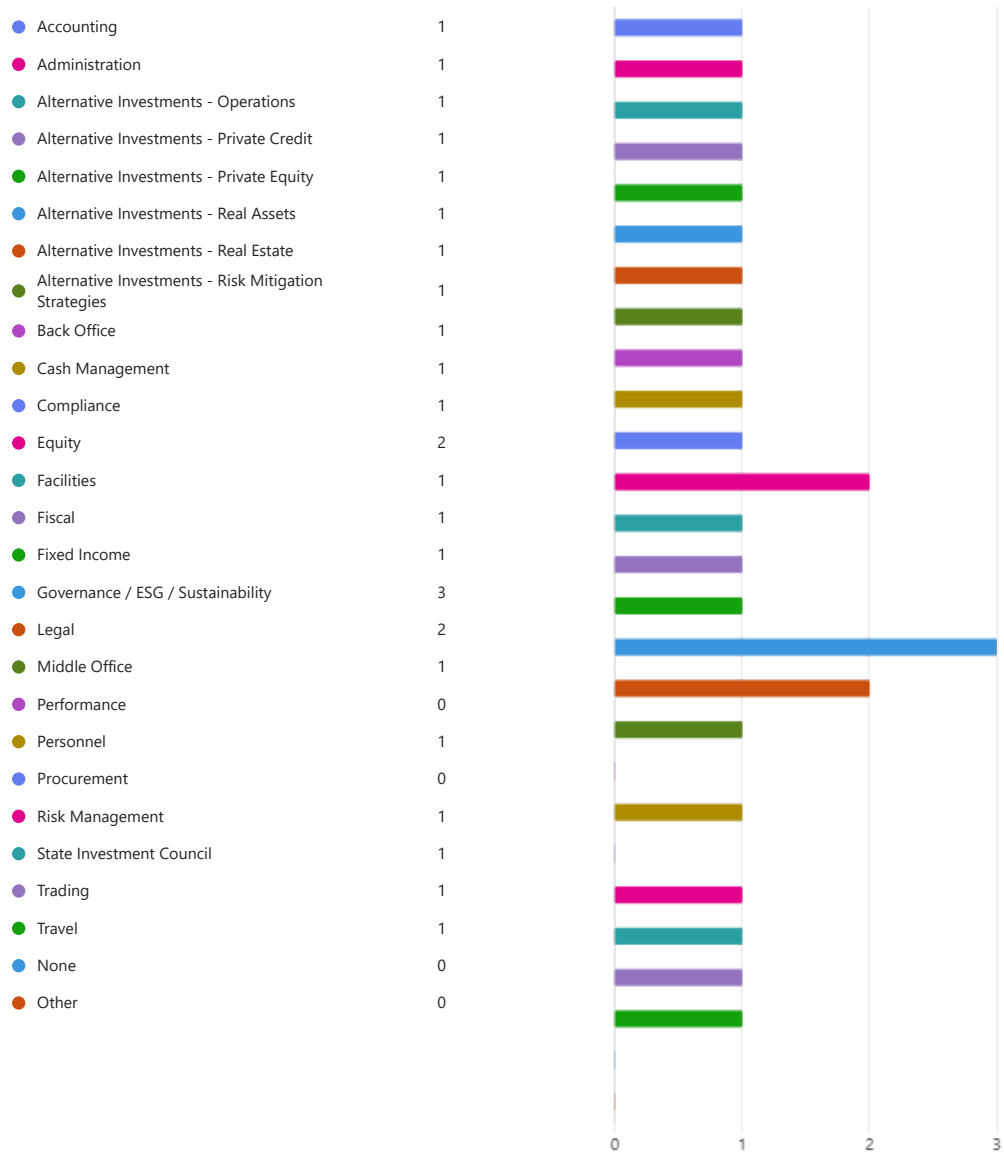
Documentation Management Survey Results Summary

11. What is the nature of the document collaboration?



12. Select the functional area where you lead or provide oversight.

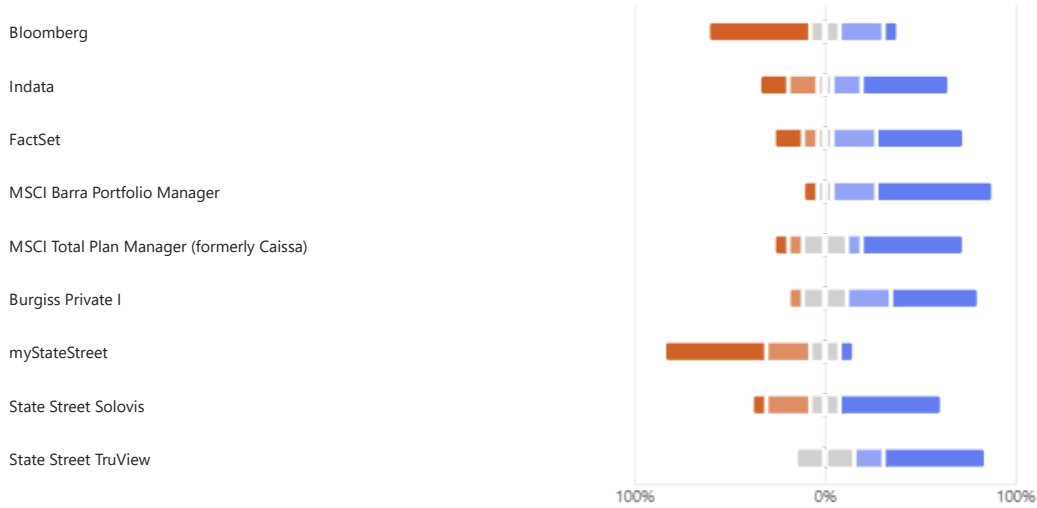
If your functional area is not listed below, select "Other". If you do not lead or provide oversight for a functional area, select "None".



Documentation Management Survey Results Summary

13. Investment Applications: Please indicate how often your functional area utilizes the following applications. Utilizing may include generating reports, inputting data, and uploading or downloading data.

● Frequently ● Often ● Sometimes ● Rarely ● Never



14. Investment Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

7 Responses

Latest Responses
 "mkt axess - daily, fit/boom(bberg) - daily"
 ...

15. Accounting Applications: Please indicate how often your functional area utilizes the following applications. Utilizing may include generating reports, inputting data, and uploading or downloading data.

● Frequently ● Often ● Sometimes ● Rarely ● Never



16. Accounting Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

0 Responses

0 responses submitted

... (Placeholder for responses)

Documentation Management Survey Results Summary

17. Cash Management Applications: Please indicate how often your functional area utilizes the following applications. Utilizing may include generating reports, inputting data, and uploading or downloading data.

● Frequently ● Often ● Sometimes ● Rarely ● Never



18. Cash Management Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

1 Responses Latest Responses

19. Compliance Applications: Please indicate how often your functional area utilizes the following applications. Utilizing may include generating reports, inputting data, and uploading or downloading data.

● Frequently ● Often ● Sometimes ● Rarely ● Never



20. Compliance Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

0 responses submitted

21. Middle Office Applications: Please indicate how often your functional area utilizes the following applications. Utilizing may include generating reports, inputting data, and uploading or downloading data.

● Frequently ● Often ● Sometimes ● Rarely ● Never



Documentation Management Survey Results Summary

22. Middle Office Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

0
Responses

0 responses submitted



23. Performance Applications: Please indicate how often your functional area utilizes the following applications. Utilizing may include generating reports, inputting data, and uploading or downloading data.

● Frequently ● Often ● Sometimes ● Rarely ● Never

myStateStreet

MSCI Total Plan Management (Caissa)



24. Performance Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

0
Responses

0 responses submitted



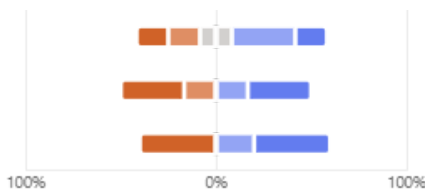
25. Administration Applications: Please indicate how often your functional area utilizes the following applications. Utilizing may include generating reports, inputting data, and uploading or downloading data.

● Frequently ● Often ● Sometimes ● Rarely ● Never

Business Objects

eCATS: Electronic Cost Accounting and Timesheet System

NJCFS: New Jersey Comprehensive Financial System



26. Administrative Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

3
Responses

Latest Responses

...

Documentation Management Survey Results Summary

27. Legal Applications: Please provide the applications utilized by your functional area, and the frequency of application usage.

2
Responses

Latest Responses

"daily use of outlook and word. frequent use of teams and excel."
"Daily - Outlook, Word, Teams and Zoom (for meetings) Not frequent but still use..."

28. Governance / ESG / Sustainability Applications: Please provide the applications utilized by your functional area, and the frequency of application usage.

5
Responses

Latest Responses

"not applicable"
"n/a"
...

29. Functional Area Applications: Please provide the name of your functional area, the applications utilized by your functional area, and the frequency of application usage.

0
Responses

0 responses submitted



30. Are you willing to provide information for an additional DOI Functional Area that you provide oversight for, or lead?

● Yes 13
● No 14



31. Additional insights that should be considered in procuring a Documentation Management System

13
Responses

Latest Responses

"storage of and convenient access to historical e-mails and documents is very imp..."
"Ease of storage, search/access and retrieval."
"easily retrievable, training on how to use and best protocols on how to use"
...

Documentation Management Survey Results Summary

32. Survey Feedback

6

Responses

Latest Responses

"this wasn't so bad"

"this is certainly needed for such a large task and unique areas within a single divis..."

...

Documentation Management Survey Results: Details

3. If there are other file / document types you work with not mentioned above, please specify here.

Responses

Adobe Pro
Access
Power BI (pbix) - often
graphics files - .jpg, .png
Onedrive, Shared drive, Outlook PWA
Access

Documentation Management Survey Results: Details

7. If there are other important factors that weigh in your assessment of a documentation management system, please specify those factors, including the level of importance.

Responses

Each file folder must remain separated from other file folders, and must be named properly for us to locate the files when necessary

Per-user customization options are beneficial as each Division team member has different workflows and use cases for a document management system to address. Artificial intelligence (AI) integration that can enhance the capabilities of the document management system would also be beneficial. For example, being able to enhance searchability through queries to the AI (e.g. provide all documents related to [investment manager] that mention [topic]).

Efficiency should be a key factor in evaluating any software solution. If a system is difficult to use, it is unlikely to be consistently adopted.

Additional Factors and Level of Importance:

Document Sharing & Collaboration (High Importance): Currently, documents are frequently shared via email, resulting in multiple versions circulating simultaneously. This creates confusion around which version is authoritative. Additionally, discussions and edits occur across disconnected channels rather than being linked to a single source of truth. A centralized system that supports shared access, in-line collaboration, and tracked discussions tied directly to the document would significantly improve transparency and workflow efficiency.

A critical concern is that documents are sometimes modified after being finalized and distributed, requiring reissuance. Functionality that restricts or clearly flags post-finalization edits would be highly valuable.

Permissions & Access Control (High Importance):

There is a need for more granular control over who can view, edit, or delete documents. Current limitations make it difficult to protect sensitive or finalized records without overly restricting access. For example, there have been instances where archived documents were unintentionally deleted, and permissions could not be adjusted without removing access entirely.

Documentation Management Survey Results: Details

Responses

A system that allows role-based permissions, especially distinguishing between editing, viewing, and archival protection, is essential.

Search Functionality (Medium–High Importance):

Documents are often difficult to locate, particularly when searching by specific identifiers or content within the document rather than file names. Enhanced search capabilities—such as full-text search, metadata tagging, and the ability to search by key identifiers—would greatly improve efficiency and reduce time spent locating critical records.

File Size & Storage Limitations (High Importance):

Large file sizes frequently prevent documents from being shared via email, requiring manual workarounds such as splitting files. This creates inefficiencies and increases the risk of incomplete or fragmented information sharing. A system that supports large file storage and secure, link-based sharing would streamline this process.

Submission Controls & Document Accountability (High Importance): A significant challenge is ensuring that all required documents are submitted completely and on time. Currently, there is no standardized or enforced submission process, which can result in missing, late, or incomplete materials. Additionally, documents are sometimes revised after submission without clear visibility or control.

A structured workflow that requires departments to submit documents through a centralized system—with clear deadlines, required fields, and ownership accountability—would greatly improve completeness and reliability. Features such as submission tracking, status visibility (e.g., draft, submitted, finalized), and automated reminders would help ensure that all necessary materials are received and verified before distribution.

Bulk Upload: Mass document import capabilities Legacy System Migration: Tools for transitioning from old systems

Expand collaboration to include multi-stage workflows (approvals, etc) for documents based on document type or other criteria.

Hard copy saved for Division files

Documentation Management Survey Results: Details

Responses

Customizable AI searches

easy to store, share, and retrieve

14. Investment Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

ID	Name	Responses
1	Middle Office	NYFIX used Frequently
2	Alternative Investments	Aksia MAX: Frequently. Cambridge Optica: Sometimes. NCREIF: Often / Sometimes. Pitchbook: Sometimes. StepStone SPI: Frequently.
3	Back Office	State Street Captain used daily (Corporate Actions)
5	Operations	Citi Velocity – rarely GS Marquee - rarely
6	Alternative Investments	Copilot, Preqin, Aksia MAX, Cambridge CA
7	Trading	mkt axess - daily, fit/boom(bberg) - daily

Documentation Management Survey Results: Details

18. Cash Management Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

Responses

Various Bank websites for wiring funds and viewing balances. eDocs - a website used for getting bank balances and activity

26. Administrative Applications: Please provide any other applications utilized by your functional area, and the frequency of application usage.

Responses

ZoomGov/ Zoom Workplace Meeting recorder (audio, video, and transcription)
mystatestreet portal

employee reimbursements , travel accommodations daily costs. Payments and Division needs

27. Legal Applications: Please provide the applications utilized by your functional area, and the frequency of application usage.

Responses

Daily - Outlook, Word, Teams and Zoom (for meetings) Not frequent but still used: Sharepoint, Excel

daily use of outlook and word. frequent use of teams and excel.

Documentation Management Survey Results: Details

28. Governance / ESG / Sustainability Applications: Please provide the applications utilized by your functional area, and the frequency of application usage.

Responses

Full Microsoft suite - Daily,
ISS Data Desk - Monthly
Bloomberg - Daily,
FactSet - Daily InData - Weekly

Excel - frequent,
MSWord - Frequent,
PowerPoint- Frequent,
FactSet -Frequent,
ISS ESG - Frequent,
ISS Proxy Exchange - Frequent,
Bloomberg - Occasionally,
Outlook - Frequent,
Internet -Frequent (for research)

Microsoft Excel - Data analysis and tracking (Daily)
SharePoint - Document management (Often)
Teams - Stakeholder meetings (Often)

Our Governance/ESG team primarily uses Excel on a daily basis for ESG data analysis, management, and reporting. We also use SharePoint often for document storage and team collaboration. For stakeholder engagement meetings, we utilize Teams/Zoom. We also use Teams for internal cross-functional collaboration.



Quick Modules 5.0

One Solution – One Workflow – One Provider

Information Processing broke out to a new height when *Quick Modules* was introduced by Fairfax Software. The latest version of our *Quick Modules* system is fast, reliable, and simple to manage. It represents the latest in innovation and design for the total information capture solution known worldwide.

After more than 25 years, *Quick Modules* stands as the system of choice for numerous Fortune 500 companies and government agencies. *Quick Modules* systems successfully process billions of transactions with data captured from documents, checks, electronic files, fax messages and several other inbound content types within mail order pharmacy fulfillment, order/donations processing, tax/labor departments, accounts payable, license and tag renewal processing and remittance operations.

The system's ability to process structured as well as unstructured forms, electronic transactions and other forms of input data all within a common and singular workflow separates *Quick Modules* from any other available product.

Fairfax Software staff includes information processing specialists. With Fairfax Software, the journey to a successful operation begins with the belief that **the key to a successful installation is not knowing how to do things right, but in knowing the right things to do.**

There's more. ***Quick Modules* is expansive.** Remote capture and automatic bank

As a single provider of the solution, Fairfax Software supports its client base with a determined responsiveness focused on client needs which ensures high availability of the system.

As the name infers, *Quick Modules* is a modular system. What distinguishes it from other systems are the endless ways the modules can be customized to create unique configurations to meet client needs.

Change is inevitable! Budget constraints, new business requirements, legal requirements and new product introductions are but some of the events that force change. With *Quick Modules*, growing or changing is as simple as adding or reconfiguring system modules because **a *Quick Modules* configuration, while rock solid, is never rigid.**

For years, clients have been seeking an economical yet effective way to convert from a legacy process to a more automated means using digital imaging. Hardware and software costs, along with the need for existing database interoperability, have proven to be major obstacles.

Quick Modules removes these obstacles because it accommodates virtually every modern scanner, transport and database. From the smallest operation to the most massive demand, ***Quick Modules* has stood the test of time and has been proven to eliminate the concern of conversion and the cap on capacity.**

Competent, reliable maintenance is a Fairfax Software hallmark. The online Fairfax



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depositing is a choice feature of the system. Access to data and applications via Web browser is a functional feature of the system's thin client architecture.

Quick Modules is powerful. No presorting required. The content's incoming mail (forms, correspondence, checks, etc.) are identified when they are received. Data is accurately classified and captured from both, regardless of the order it entered the workflow.

Quick Modules is comprehensive. Batches of mixed sized documents with a MICR, OCR/ICR, OMR, barcodes (1D/2D, postal), with, or without scan lines are accepted. Checks are CAR/LAR compared to assure high capture rates. Quick Modules performs full color scan to properly handle dark color paper, safety paper and complex background paper. Two-sided scanning with image quality detection is also accommodated.

Quick Modules is easy to integrate. Integration with legacy systems through Web services, database interaction, and table lookups are performed. Output can be appended and stored in ODBC databases or exported in XML files. Reports, both standard and custom, are easily facilitated within the system using a common report engine.

Account Support Tool – FAST – enables immediate notification and tracking of status for problem reports, change requests, and consumable purchases. There's no voice mail uncertainty, or hold button frustration. It only takes a click of the mouse to get our attention.

- Quick Modules is database driven from the ground up and is compatible with any ODBC compliant database.
- A multi-tier architecture provides a secure environment for housing and storing images and data.
- Complete system auditing capability provides information on who touched what and when for reporting.
- Batch and transaction processing maximize the efficiency of operation to meet virtually any processing mode the client desires.
- Comprehensive configuration tools support client maintenance of the system and operation of the system economically while optimizing the workflow.
- Thin client user interfaces reduce overall system footprint and allow easy roll-out of system changes, updates, and on-going support.
- Complete system reporting and monitoring tools provide performance and statistical information, as well as real time feedback and alerts of system operation.
- Expandable to accommodate the smallest to the largest user so as to address future needs as they arise.

We invite you to join the Fairfax Quick Modules break out. We look forward to hearing your break out plans.



Microsoft Partner
Silver Application Development
Gold Application Development