# NEOGOV SOFTWARE OPTIMIZATION TIPS

## 1. Evaluate System Configuration

- How long have your current modules been in use?
- Have you checked for new updates features and tools in the past month?
- Have you analyzed which recent updates could benefit your team?

## 2. Review User Access & Security Roles

- Have you removed former employees from the system properly?
- Have users transitioned into new roles?
- Do their current permissions align with their responsibilities?

## 3. Audit Data, Forms & Notices

- Have you scanned your forms and notices for compliance with current laws?
- Do they align consistently with best practices and internal policies?

## 4. Reassess Workflow Processes

- Have internal processes stayed the same since implementation?
- Does your system reflect those changes accurately?

## 5. Manage Archiving

- Is your system free of clutter from outdated documents?
- Have you eliminated all old forms or workflows so they aren't used by mistake?
- Is it quick and easy to locate current documents?

## NEXT STEPS

NEOGOV is continuously evolving to improve functionality and user experience. **If you answered 'no' to any of the above, now is the time to explore system enhancements and support.**

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