

Hosted document storage



Service highlights

- Gain competitive advantage with online access to your critical documents from anywhere, worldwide.
- Secure access through your web browser means document search and retrieval is available 24/7.
- Off-site hosting means less IT staff involvement.
- No upfront capital investment for an economical solution to your document storage needs.
- Improve workflow and control through standard document management practices.

Our hosted state-of-the-art Electronic Document Management System (EDMS) enables designated users secure access to stored documents and images through a standard web browser and either internet or dedicated Wide Area Network (WAN) connectivity. We provide a full range of user functionality and the capability to instantly retrieve documents and manage workflow. It is based on the latest technology to provide scalability, reliability and security. With an internet connection you can access your documents at anytime and from anywhere in the world.

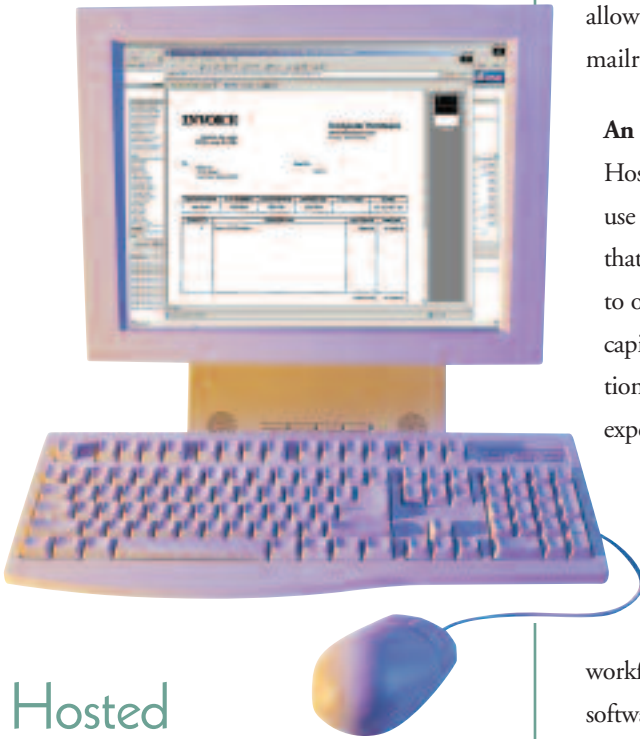
Gain competitive advantage

Every organization can enhance productivity, reduce costs, provide better customer service, and improve records management practices. Your organization will gain control of mission-critical documents and improve its bottom line with on-demand document access. We have the experience and technology to develop and implement customized solutions to solve your internal document management challenges, and provide you with a valuable competitive edge.

A complete solution

Hosted document storage is practical because it is a fully integrated, web-based solution for your entire document and data management needs. And, by combining it with full-service capabilities, especially document conversion services, we will

Hosted document storage



Hosted
document storage
keeps you connected.



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take your business to the next level. With nationwide capabilities you can quickly and effectively convert large quantities of paper-based data and microfilm into useful digital information. You get a total solution because we can perform the document scanning and indexing, as well as load the images for storage and retrieval. Documents can be converted at your facility or at one of the many conversion centers, allowing information to move quickly throughout your organization—from the mailroom to any desktop.

An economical alternative

Hosted document storage is the ideal, economical imaging solution that you can use on an “as needed” basis. Your cost is based on the volume of images and data that you choose to store in the system. You will realize the cost savings in comparison to owning and operating an in-house imaging system by eliminating its associated capital investments and hidden personnel costs. Now you can have all the functionality and benefits of a complete imaging solution without any up-front capital expenditure. Services and/or users can be added as your requirements increase.

The hosted document storage and retrieval platform

The complete platform is available to your company through any standard Windows® desktop with access to the internet, or can be configured to use a private WAN. It supports EDI, PDF, AFP data streams, comprehensive workflow and electronic forms. The platform is based on the latest imaging system software and infrastructure technology. We perform all of the software upgrades and updates. Because hosted document storage services are provided over secure data lines, you do not have to build an imaging infrastructure. The system can be integrated with your existing applications to serve as the “behind the scenes” imaging repository.

Hosted document storage keeps you connected

Our services are offered via powerful and redundant servers in an environment with maximum security and reliability. Connectivity to the network can be achieved in a number of ways. Most clients access servers via their WAN, Virtual Private Network (VPN), or the internet using secure socket layer (SSL) encryption. We can also offer you unlimited and scalable bandwidth to meet your current and future needs.