

Intelligent Document Management for Human Resources Professionals



- Search entire documents with unstructured data
- Enjoy quick and easy forensic level search functionality
- Find files uploaded by individual, date or file type



- Store your data in our private cloud and access files via a secure, encrypted connection
- Benefit from built-in permission levels for confidential information
- Track all changes via our audit reporting



- Upload, search, view, preserve and download your company documents
- Get up and running the first day of installation
- Spread the benefits across many different cross-functional owners within your organization
- Leverage our APIs to integrate into your different systems and workflows

Your Critical Business Needs

A major concern facing human resources most organizations is staying in compliance with ever changing regulations and managing records and content in a consistent and repeatable manner.

From I9's to benefit packages to termination files as a professional you are required to not only store and manage every form, file and email but you have to find them quickly. Not just a few but all and for years. Maybe for more than one location. If you can't produce the date the fines can be huge and a threat to your business.

Compliance is becoming more and more important- What's the solution?

The InfoPreserve Solution - Searchable, Secure & Simple

That's why InfoPreserve has designed an intelligent document management solution that enables:

Uploading digital assets and documents quickly and efficiently for file sharing. All documents, digital files, emails and are scanned and OCR'd for searchability, even in the body of the document.

Searching and retrieving documents with a single view. Showing all digital assets where the key word occurs.

Secure cloud based storage with multiple storage backups and full security protection; restrict access to only key people who need the information and track every document.

Benefits:

Increased productivity:

- No more wasted hours searching for documents and emails. The whole team can find what they need when they need it!
- Increase reference and reuse – get more out of the work you've already paid to have done because it's now accessible
- More effective staff, everything they are looking for is found quickly
- SaaS – Low costs, no extra service cost or updates

Mandatory Record- Keeping

- Create easier compliance processes
- Respond quickly and completely to government requests – avoid large fines by having everything you need to store in one place.
- Prepare with self-audits
- Scan vast paper files to be searchable, accessible in a digital format – merge information to one locations
- You'll have all the tools you need for document review and discovery.

Manage Your Documents in the Cloud

Access Controls • Audit Trails • Retention Management • Content Authentication • Deletion Protection

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