



Searchable. Secure. Simple.

Easy management of important digital files, emails, and scanned documents.

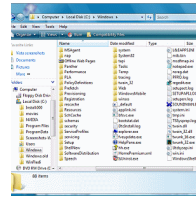
John Chapman, CEO



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The Problem



Protecting, organizing,
accessing, sharing, sensitive,
unstructured, **private**
information.

Questions

- How quickly can the software be implemented & is it truly easy to use
- How do we find documents (scan and digital) with so many people handling, storing and sharing files
- How do we keep our company data secure and share with secure access
- What is the best way to create a common repository for all my files and for archive purposes for retention
- How will I find files in the future quickly



The Solution

InfoPreserve makes managing digital files & scanned documents anywhere for file sharing and collaboration



easy.

Productivity Impact

- Up and running quickly (ROI) that day
- No more wasted hours searching for documents and emails. The whole team can find what they need it, when they need it
- Increase reference and reuse-get more out of the work you have already paid with access now
- Create easier compliance processes with high degree of security
- Prepare with self audits for compliance
- Scan cumbersome paper files to searchable, accessible digital format (software includes Optical Character Recognition)



Document Management -

Full control with safeguards

Key Features

Secure

Simple

Mobile

Manage Documents in a Secure Cloud

Access Controls

Retention Management

Deletion Protection

Custom Tags

Content Authentication

Audit Trails & reporting for Compliance

Easy Implementations
&
Low Post IT Support

HR Case Study

Managed employee records

A rapidly expanding company that moved multiple times had huge growth period . All of their existing HR records were being maintained in paper format by the Human Resources Director. The I-9 forms were designed to be maintained together in a separate folder.

After the current HR manager was hired she recognized the need to organize and audit all of their HR records. At the time the company had 90 employees, so the manager first set out to collect and verify they had complete I-9 forms for all of their employees. **She was shocked when she could only find I-9 forms for 40 of their 90 employees**, not to mention I-9 forms from former employees that they still had to maintain. All existing I-9's were verified, scanned, and uploaded to InfoPreserve's Vault along with the forms she had recollected.

Within a few months after completing the process, the US Department of Labor (USDOL) showed up to conduct an audit of the company's I-9 forms. The HR manager was able to immediately produce I-9's requested by the USDOL auditor. Based on the number of I-9's that were missing, the company would have been subject to a fine in the neighborhood of \$100,000!

Infopreserve helped their client **Avoid a \$100,000 Fine** for Missing HR Records.

Demo

If you missed our demo or would like a more in-depth tour of our solution, please contact one of our team members on the last slide.

Summary

- Quick and simple implementations that day
- Retrieving, Searching and Sharing information instantly via WatchFolders
- High Degree of security with permission and access controls
- Complete set of features for file management, collaboration and archiving capabilities
- Cloud based solution with no-upfront capital with minimal IT resource allocation

Next Steps

Free 30 day trial via InfoPreserve

[Click on Free 30 trial at InfoPreserve.com](http://InfoPreserve.com)

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