

## Managing Your Business Information

*Can you simply and easily secure, control, and manage ALL of your important content?*

Companies have information critical to their business in three formats: digital files such as Word and Excel documents, emails which may have attachments, and paper documents. While these documents are all digital assets of the business, quickly and easily finding them is often problematic. Storing and sharing digital information is most often relegated to shared network drives. Finding it requires knowing what it's called and where it was put, and access is limited to inside the company's network. Finding an email from a week or two ago is difficult enough, so finding an attachment to an email from several months back is problematic. While everyone talks of being paper free, the reality is that all businesses still have a lot of business documents in paper form. How effectively a company can conduct business depends on how quickly and easily digital files, emails, and paper records can be found when they are needed.



Solutions today only address part of these needs. Cloud file sharing platforms have made sharing and collaborating with active documents much easier, but they are not designed for managing the documents for the long term. Information quickly loses its value when that information can no longer easily be found and they are not designed for emails or scanned documents. Email archive solutions provide comprehensive management for a company's emails, but that's all they do. Other platforms exist to host documents that have been bulk scanned, but are not designed for digital documents or emails.



But businesses need to be able to search and find information of any content type. Because of the ease of generating documents digitally, the amount of digital documents typically created by a business doubles approximately every three months. While these can be valuable assets of a business, more often than not, they sit forgotten on a share network drive. How do you utilize these as the digital assets that they are? Emails with attachments fly back and forth, but what happens when you not only need to find a document from two months ago but also what everyone said about it? While everyone talks of going paperless, the reality is most businesses will always have some paper documents. How can you track and find these documents along with the ones in digital form?



The InfoPreserve Cloud provides the ability for content of any kind – original digital documents, emails with attachments, and paper documents from any scanner – to be quickly and easily uploaded and made instantly searchable. While the content is secure, anyone across the enterprise with permission to access the information can search and retrieve the information they need. InfoPreserve provides a single repository where you can quickly and easily find all of your critical business information.



Written by Eric Leinberg, President & Founder of InfoPreserve Inc. InfoPreserve is a leading supplier of Intelligent Document Management Cloud solutions based in Rochester, New York. InfoPreserve is a simple and easy to use Private Cloud Content and Records Management solution that automatically makes a company's documents, business emails, and scanned records instantly shareable and searchable across the enterprise. Our secure, privacy-controlled repository gives companies full control of their digital information. Our solution set enables file sharing and collaboration coupled with archiving and preservation wrapped around feature rich controls and reporting designed for businesses. For more information, visit [www.infopreserve.com](http://www.infopreserve.com).