

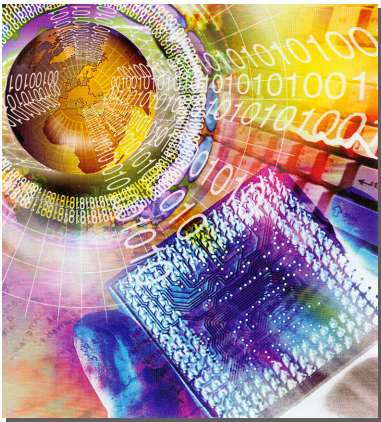
Going Paperless

Just got Simpler



Document Management Built
Specifically for your Business Needs

RIM Solutions
RECORDS & INFORMATION MANAGEMENT



Is It Time to Fine-Tune Your Records Management Program?

MAKE SURE YOUR RECORDS & INFORMATION WORK FOR YOU, NOT AGAINST YOU.

Information is extremely vital to every aspect of your business, from developing and delivering products and services to obtaining and retaining your customer base. Whether you have 15 or 1,500 employees, each one is responsible for handling corporate records and information effectively and efficiently. When information is easy for your employees to access the chances are they can more quickly respond

to customer requests, develop more competitive bids, ensure compliance with laws and regulations, and operate the company more effectively in general.

With the explosion of information we are creating daily and the recent increase in government regulations, managing information assets is an ever-growing challenge. Managing e-mail alone has become a formidable task for all industries. The U.S. Federal Rules of Civil Procedure now clearly states that you're expected to know what information you have, where it's located, and how to retrieve it. In the event of a litigation, you will now be expected to preserve and produce that information, whether recorded on paper or stored electronically, in a timely manner.

Consider what would happen to your business if your entire computer system crashed? It could be a result of a simple power outage or something more drastic, like a fire, flood, earthquake, or even sabotage by a computer hacker. What matters is that you lost all your customer data, current contacts, accounts receivable records, and that big project bid you were just about to print. Every hour you're down costs you money, customer goodwill, and credibility. Many companies, especially smaller ones, can never recover from such a loss.

How quickly your company can be back up and running again totally depends on how well you've managed your records and information up to that point. Do you have reliable back-ups of your vital information in a secure, off-site location far enough away from your building? Can you retrieve and restore that information onto the appropriate systems to get you up and running quickly? In other words, do you know what information you have, where and how it's stored, and how to retrieve and begin using it again, all in a timely manner? If you didn't answer "Yes!", this would be a good time to take stock of how you're currently managing your corporate records and information.

The first challenge an organization faces in addressing these issues is finding a way to effectively capture, manage and deliver a variety of unstructured information in order to streamline their business records practices. An effective solution will save your organization time and money as well.

RIM Solutions can help you tailor a solution to fit all of your Records Management needs. What makes us unique is that we offer a range of services that help companies match the changing needs of today's ever changing market.

Our goal is to help your business increase its productivity, improve customer service, ensure compliance and increase security. Implementing electronic management solutions not only helps protect your business but it improves your ability to store, access and share business critical information anytime, from anywhere in the world.

Electronic Imaging Benefits:

Multi-Access Capability

Users can instantly access the same documents simultaneously through a common secure web browser, or with CD's or DVD's. Employee access to documents can be defined or easily restricted.

Document Annotations

Add image notes, redactions, highlights and text for easy collaboration.

Searching

Full text and defined index searching enables quick and accurate retrieval of document images.

Ensures Compliancy

Meets and exceeds regulatory compliances. Ensuring your company will comply with Federal Rules and regulations in the event of a court litigation.

Document Retention

Built-in and customizable user defined document life cycles.

Saves Money

Cut costs by reducing the need for paper supplies, paper delivery and storage. It costs more than \$50 on average to process & manage a paper invoice.

Increased Security

Ensures security of company information in the event of a computer system crash, fire, theft or disaster.

Increases Employee Productivity

Speeds up document retrieval and finds "lost" information by eliminating time consuming searches and re-files for paper documents. Companies can cut their file-retrieval time from hours to minutes.

Streamlines business processes and worker productivity by eliminating paper. It takes an average of eighteen minutes to search for a single paper document within an office. Electronically reviewing information gives companies the ability to; verify account signatures, review contracts and policies, and view customer data instantly, enabling the employee to review and send information in just minutes instead of weeks or days.

RIM Solutions Services:

On and Off-Site Document Imaging

Secure Document Storage

On-Line Secure Data Hosting

Hardware/Software Sales & Leasing

Records Management Consultancy

Technical Support & Training

Secure Document Destruction

Electronic Records Retention

For a no obligation Document Storage and Imaging Analysis and Quote, please give us a call at 702-851-3311

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