

Are your documents helping your business outperform or are they out of control?



Is your business drowning in an ever-growing sea of documents?

Are traditional paper and filing systems slowing your ability to be competitive in today's fast-evolving digital age? Paper documents can be hard to find and, stored on-site, extremely susceptible to disasters like fire or flood. Distribution of information within a company becomes surprisingly expensive if you are relying on photocopying. Not to mention following a paper trail can be frustrating. If your documents are still paper-based, your business could be under-performing!

The power of Essential's document management solution

We are Essential Data Services, a division of Infinity Network Solutions Inc. Our solution can help your business eliminate redundancy, automate tasks and aid collaboration. It can be easily integrated with your existing infrastructure, and any structured document, such as proof of delivery, billing or payroll, can be scanned, indexed and conveniently stored for easy access via the Internet.

"Our solution empowers you to utilize document management to improve productivity, meet legal obligations and gain greater control and security of your documents."

Essential provides secure, reliable access to your scanned documents 24/7

We partner with IBM and TELUS Canada to provide small and medium sized businesses with the ultimate in records management. You regulate the scanning on your premises and the images are automatically uploaded to our servers. You decide which information should be searchable and it is automatically extracted and indexed. Content management software provides user-friendly access to your scanned, indexed documents via the internet from any browser, anywhere, anytime. These documents are stored and backed up automatically in an ultra-secure co-located data centre fortress.

A document management solution isn't just critical, it's essential!

You can't afford not to have an essential document management solution!

— Eliminate costly duplication, distribution and storage

- _ Documents are scanned, indexed and stored on servers
- _ They are easily accessible via the internet
- _ Paper duplication and distribution become unnecessary
- _ Storage requirements are reduced by up to 80%

"The average paper document is copied up to 19 times, a massive waste of time and paper."

— Improve your productivity

- _ Deliver integrated, consistent data
- _ Improve accuracy and speed by electronic distribution
- _ Scan documents such as orders, receipts, invoices, ...
- _ Empower colleagues to work together more efficiently
- _ Make more timely business decisions

"Satisfactory response to customer and operational inquiries varies inversely with the time spent locating paper documents."

— Save time and money

- _ Typically, half of staff time is spent indexing, filing and copying documents
- _ Our scanning and Optical Character Recognition (OCR) processing frees your staff time by up to 50%

"Document management consumes a staggering 20 - 45% of your business' labour costs and 12 -15% of your organization's expenses!"

— Eliminate misfiled document costs

- _ Electronic documents are stored by client-defined indices
- _ We provide user-friendly content management software
- _ It's the safest and most organized filing system possible!

"Recreating that lost document could cost up to \$250 when you take into account wasted manpower and lost performance time!"

— Comply with government regulations

- _ Government acts such as Sarbanes-Oxley and HIPAA require that companies retain information for some time
- _ Electronic documents save space taken by these files
- _ Comply with the law!

"Failure to produce records requested by a regulator or investigator can lead to fines, jail terms, and loss of customer and public trust."

— Increase security

- _ Data is stored in one of the most technologically advanced co-locations in North America
- _ The facility is protected with video surveillance cameras, sophisticated ID verification, and bullet-resistant walls, glass and security station
- _ Your data is totally secure and accessible 24/7

"On-site storage isn't safe!"

It's essential to speed up business with document management!

Contact Essential Data Services today!