

INFORMATION MANAGEMENT



SOUTHWEST SOLUTIONS GROUP

business organization systems

www.southwestsolutions.com

Toll Free 1-800-803-1083

Relocations

Databases



Analyze

Plan

Implement



Imaging

Conversions

Retention

Tracking

Supplies

No matter how small or large a project, SYSTEC is your single source for all of your information management needs.

SYSTEC can help to . . .

- ◆ speed retrieval
- ◆ reduce costs
- ◆ improve service
- ◆ enhance integrity
- ◆ protect from litigation
- ◆ preserve and protect



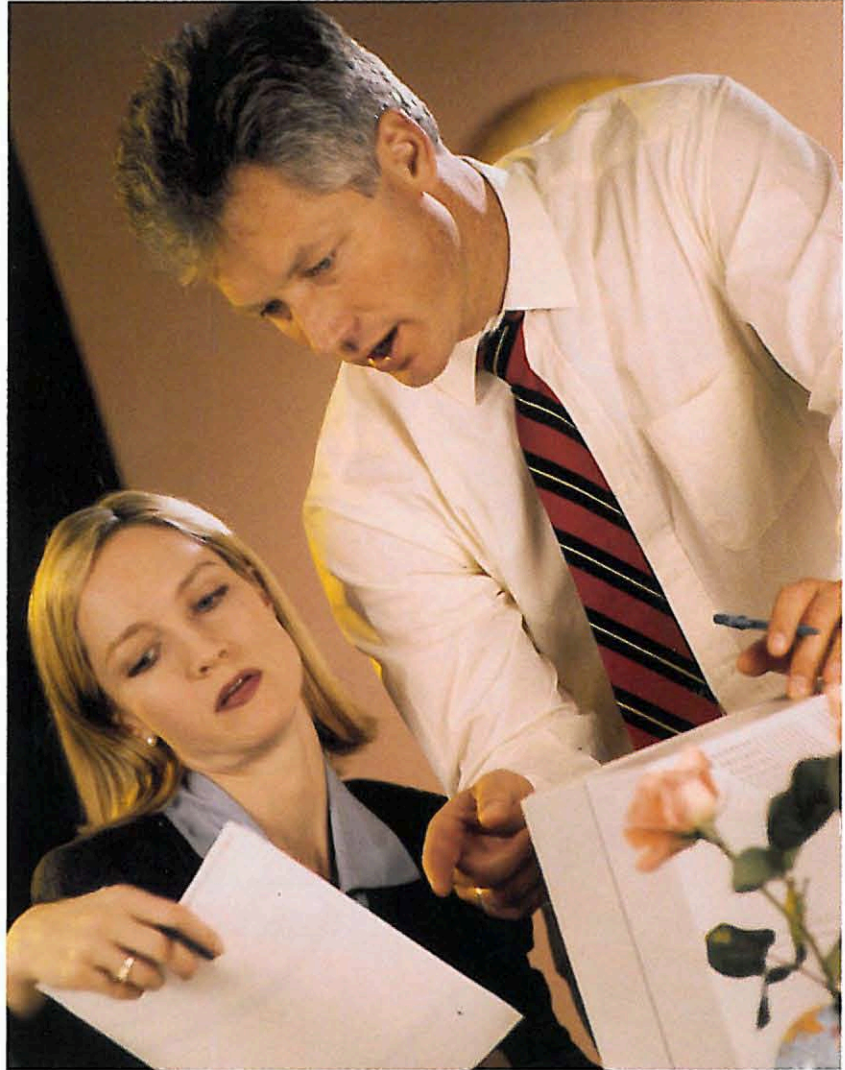
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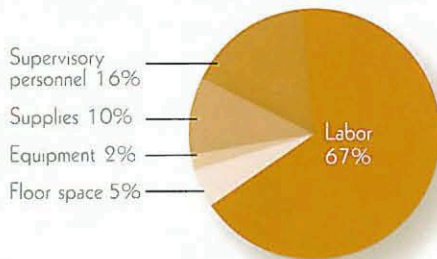
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Protect your information assets



RECORDS AND INFORMATION COSTS



As much as 82 percent of records management costs can be directly correlated to labor. In fact, the cost to retrieve a misfiled document is 10 times the cost to retrieve an accurately filed one.

Staying competitive is more challenging than ever. Since labor is one of the largest costs a company has, making the most effective use of it - both in terms of utilization and capturing knowledge-based assets - is simply smart economics. By employing improved document management practices, organizations reap important benefits from improved control and the ability to capture, share and preserve all records. SYSTEC professionals have the knowledge, products, and experience to help you achieve instant access, reduce costs, and improve your overall document management process.



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Analyze & Plan

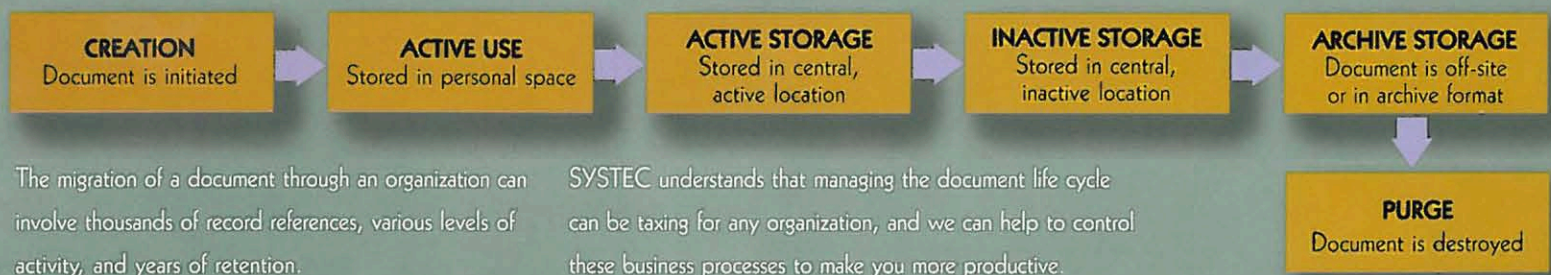


In today's work environment, the way a document is created, shared, and stored is more complicated than ever before. There are retention issues, privacy issues, litigation issues, and much more to consider. We can help to prioritize your needs, recommend a comprehensive solution, and provide the products and services you require - all from a single source. Our professional service consultants - trained to ask the right questions to analyze your situation and uncover your needs - will work with you to improve your document management system.

An assessment of your business process includes reviewing:

- Document formats: paper, micrographics, electronic
- Document lifecycle: how long they are personally managed, actively shared, actively stored, and inactive stored
- Workflow: who shares them and how are they used
- Frequency of document use: how often you access them
- Rate of document retrieval: how fast you need to access them
- Document retention: how long you need to maintain them
- Classification and indexing: how you organize them
- Space utilization: how efficient your storage methods are

MANAGING THE DOCUMENT TRAIL



The migration of a document through an organization can involve thousands of record references, various levels of activity, and years of retention.

SYSTEC understands that managing the document life cycle can be taxing for any organization, and we can help to control these business processes to make you more productive.



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No matter what form your information is in or what form you need it in, we can find the solution to improve your business process. Our professional service consultants will develop a comprehensive strategy for improving information processes within one department or company-wide.

We have all of the knowledge, expertise, and products to improve your document management process, no matter what stage it is in. Whether you have a manual filing system, an automated system or something in between, we will help you take your business to the next level.

Let us do the work for you. Down to the specific details, we will recommend document formats, folder types, classification systems, document management systems, and even storage equipment. We will then inform you of how we can handle the entire project from start to finish.



No matter what stage your document system is in, we have what you need to improve your process and take it to the next level.

DOCUMENT MANAGEMENT EVOLUTION

	CHARACTERISTICS	BENEFITS
Stage 1 Basic manual system	No database No color-coding File drawers in use	A series of records has been established
Stage 2 Advanced manual system	Color-coding Side-tab filing Condensed file system Records database	Easy side-tab searching Space saved Basic controls Established records inventory
Stage 3 Basic automated system	Bar code tracking On-demand, color-coded labels Document classification	Higher level of control Easy labeling Fast retrievals Organization and accountability
Stage 4 Advanced automated system	Document imaging Digitized formats Advanced tracking system	Immediate access to documents Networked document collaboration High security & document integrity

SYSTEC SERVICES

PROJECT MANAGEMENT	RELOCATION	CONVERSION SERVICES	RECORDS RETENTION	DATABASE DEV.
IMAGING	TRACKING			



IMPLEMENTATION

SYSTEC's seasoned professional service consultants can help you achieve instant access and control over all of your knowledge-based assets. No matter how small or large the project, we can provide a single solution or a fully integrated system.

If you need to purge, merge, convert, inventory, or track your records, we have the expertise and products to complete your project with success and professionalism. From planning and implementation to follow-up, we are your single source for your records management project.





Implement

SERVICES

No matter how small or large a project, our skilled team of professionals will free up your staff's time by handling everything without disturbing ongoing work and completing it on time and on budget.

Conversion services

SYSTEC can manage your records project, while minimizing interruption to your operation. Our conversion services include bar coded and color-coded labeling conversions, top-tab to side-tab conversions, and consolidation and merging of multiple record sites into one centralized location.

Database development

To bring your file system to the next level of control and to prepare for the document technology tools of today and tomorrow, we can validate your file inventories. We'll conduct a physical document or file inventory and collect the data into a laptop computer to record an accurate database of your entire file system.

Bar code tracking

Records and information management software will allow your organization to have complete control over all of your paper and image-based information. We will eliminate lost files and reduce redundant data entry throughout the records management process. Our system is fully integrated with color and bar code label print systems and document imaging products to provide complete turnkey records and information management solutions.

Imaging services

You can rely on a single source to oversee the preparation and imaging of your records for an electronic or micrographic conversion project. Our experienced professionals will identify, index, and prepare documents - then manage your entire imaging project on- or off-site.

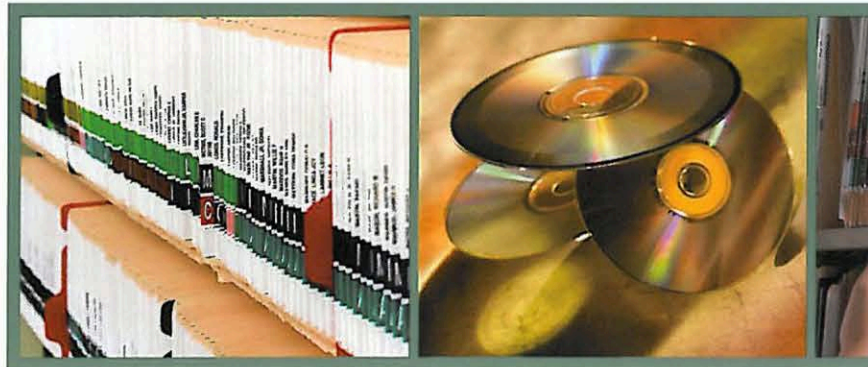
Records retention

Reducing the number of files in your inventory can reduce your overhead costs for storage and maintenance. Also, if you are planning a conversion, a reduction in files will lower your conversion costs. SYSTEC professionals can identify and purge outdated records and documents identified on your retention policy.

Relocations

We understand that timely relocation of your files with minimal interruption is critical during a time of transition. We will professionally handle your file relocation needs including mapping record locations; sequencing and labeling each series; unloading, transporting, and reloading shelves; and conducting a final inventory - all the while auditing the process to ensure an accurate transfer.





PRODUCTS

Whether you need to convert to a new filing system or enhance an existing one, we have the solutions for all of your filing needs. We offer everything from file folders and labels to highly sophisticated imaging, tracking and labeling systems. SYSTEC professionals recognize that your files are valuable assets and we can provide comprehensive solutions that will keep files organized and accessible, while eliminating misfiles and speeding retrievals.

Folders

We offer a wide variety of standard and made-to-order pressboard folders in letter and legal sizes, both with top-tab and end-tab, and can be manufactured with or without partitions.

Labels

Organize and sequence your records for accurate filing and fast retrievals with color-coded labels. We offer an array of labels and labeling systems including alpha, alphanumeric, and terminal digit.

Radiology supplies

Choose from a wide selection of radiology supplies including X-ray jackets, manila mammography jackets, and more.

Custom folders

Imprint your logo or other operational information on your folders to add a look of distinction and professionalism. Add pockets, fasteners, or any other type of detail to make your filing more productive.

Filing accessories

SYSTEC offers a suite of filing accessories including dividers, out-guides, and more. We're committed to providing you with a one-stop resource for all of your filing system and supply needs.

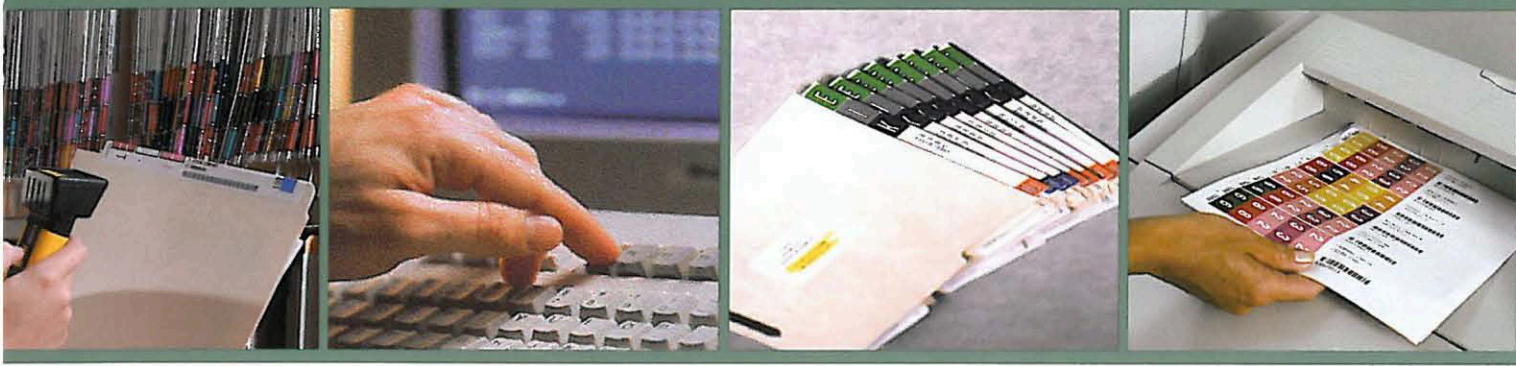


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Automated labeling systems (PC- and Web-based)

Design and print labels as needed with your own on-demand label system. Whether you use bar code tracking, color-coding or both, on-demand labels can be designed to meet your needs and integrated to eliminate redundant data entry.

Tracking systems (PC- and Web-based)

Records and information management software will allow your organization to have complete control over all of your paper and image-based information. We will help eliminate lost files throughout the records management process. Our system is fully integrated with color and bar code label print systems and document imaging products, providing complete turnkey records and information management solutions.

Electronic document management systems

Image and manage your electronic documents. Digital images and electronic documents and forms can be stored, accessed and printed from our advanced document management system. Whether you want your document repository onsite or remotely located and accessed through a web-based system, we have the advanced solutions you need to keep your documents safe and secure.



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