



CONSIDER THE FOLLOWING:

- Documents are objects of information critical to the core business.
- 95% of all corporate information exists as paper and electronic documents.
- 85% to 92% of document information exists in the form of unstructured data (not a database).
- Document data represents an organization's most expensive information asset:
 - Scanned and FAX Images
 - Word Processor & Spreadsheet documents
 - Computer Aided Drawings
 - Digital Audio and Video
 - Any Type of document or file!
- Greater than 80% of all unstructured document assets are currently stored on employees' local drives.
- Average business has five file cabinets of paper per employee (35% of files never accessed).
- Paper often originates from electronic documents/files.
- One paper document costs \$20 to file and retrieve but \$120 if misfiled.
- An average of 11 people handle a paper-based check.
- Time spent to keep up with massive amounts of paperwork
- Secure and instant access to corporate information for your employees, vendors and contractors
- Costly hours wasted by staff looking for misfiled or lost documents.

FINAO Corp. (FINAO) has answers to these concerns and more. FINAO has over 60 years of experience in solving real-world information management dilemmas. FINAO has a proven track record of deploying document management and workflow solutions in multiple industries. Our **sIMon-Corporate** solution provides a total digital records management solution resulting in more efficient staff, superior customer service, and secure, global accessibility.

Just imagine... essential information made instantly accessible — down the hall, in a remote office, or around the world.

MANAGING CORPORATE INFORMATION

Our **sIMon-Corporate** solution enables you to:

- Automate workflow to reduce the amount of paperwork
- Access information from the office, home, or anywhere
- Provide secure electronic storage area for corporate information
- Lower administration and accounting costs
- Provide a framework for regulatory compliance

INFORMATION ACCESS Anytime, Anywhere

Your employees need secure, quick access to corporate information. **sIMon-Corporate** provides immediate, secure access for all corporate information. No matter what the information, **sIMon-Corporate** puts it at their fingertips.

SECURITY

sIMon-Corporate provides rigorous security for all corporate information throughout your organization. This same comprehensive security model can be used in local and remote offices, or any location with access.

PROVEN ARCHITECTURE

sIMon-Corporate has a highly scalable architecture that allows you to:

- Manage multiple facilities
- Manage large volumes of corporate information
- Deliver and retrieve corporate information to/from remote locations
- Improve customer service and response time

TECHNOLOGY WORKING FOR YOU

As a business, many decisions are based on corporate information and records – both present and past. **sIMon-Corporate** provides your organization the ability to find all, present and past, documents and records related from one location. If needed, electronic signature can also be provided eliminating the need to ramble through paper documents or folders.

REDUCE CYCLE TIME

Time is money, especially when talking about turnaround time. **sIMon-Corporate** enables your organization to reduce cycle times achieving increased production and revenue.



LESS PAPER

What is the cost of paper? Calculate the cost of the square footage dedicated to the storage of paper documents. How much more revenue could be generated if that same square footage was used to make money instead of storing paper? Many software vendors will use the term "paperless" and attempt to force you into their idea of a working environment. FINAO believes a more accurate and achievable goal is *less paper*. A true corporate information management solution must take into consideration your current mode of operation, including paper-based processes. The objective of **sIMon-Corporate** is to make you more efficient by capturing and automating current processes. Most paper is generated from electronic data; **sIMon-Corporate** will manage that same electronic data in its native format, versus printing and scanning into a repository. As the **sIMon-Corporate** solution is used, less and less paper will be generated.

sIMon-Corporate provides the following:

- Electronic storage & retrieval of information
- Manage every step of the life cycle for almost any type of document (images, reports, application files, forms, e-mails, video clips, CAD files, and more).
- Enhance the way documents are captured, stored, retrieved, processed and distributed.
- Provide the ability to find documents and related corporate information instantly thereby eliminating time-consuming searches for paper documents.
- Provide secure access to the repository for multiple users through a simple and easy to use interface.
- Manage any type of document or data:
 - Emails
 - Faxes
 - Scanned documents
 - Word Processor documents (MS-Word, WordPerfect, etc.)
 - Spreadsheets
 - CAD files
 - Reports from other applications
 - AND much more

EASILY MAINTAINED SOLUTION

sIMon-Corporate is designed to bring together disparate systems in your current working environment. **sIMon-Corporate's** architecture allows growth as you and your workload increase. **sIMon-Corporate** is easily managed over the network from any location. Multiple facilities can be managed and maintained remotely.

WHAT sIMon-Corporate & FINAO PROVIDE:

- Electronic document/file management
- Scanned document management
- Open Information Repository
- Rigorous security with global access
- Life-Cycle Management (Workflow/Routing)
- Change Management
- Orderly and accurate information control
- On demand information distribution
- Search and retrieval capability
- Document viewing without the application
- Revision Control
- Object Groupings (Tabs & Folders)
- Archival and Backup
- Rapid Deployment with proven Methodology
- Tailoring to meet your work environment
- Onsite training and orientation
- 24x7 Technical and customer support
- Technical services if needed

FINAO Corp.

(Proven, Dependable, Secure)

FINAO's **sIMon-Corporate** is built on reliable, proven architecture that has been used for years by Fortune 10 companies, large Federal Government facilities, and Nuclear utilities. **sIMon-Corporate** brings the power and promise of technology to the corporate world in a simple, easy to use, affordable solution. FINAO Corp. has a combined 60 years of information management experience in very complex environments. Let our experience help you.

For more information, contact FINAO Corp:

Email: info@finaocorp.com

Telephone: 256-705-FINAO (3462)

Essential information distributed to the right people at the right time