



**Total Systems, Inc.**  
Solutions Designed for Growth™

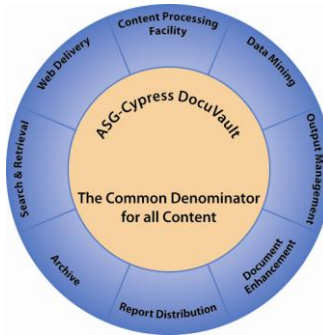
## Document Management: Capture, Delivery, Retrieval and Security

Search your documents, in a full-text search, just like you search the Internet!

**Your data, your documents – Anywhere, anytime, anyway™**

**What is Document Management?:** The ASG-Cypress document management application is the enterprise-wide control of your documents and their lifecycle, including how and when the documents are created, reviewed, published, utilized, retained and destroyed. **Essentially, output from virtually any company application, the contents of your filing cabinets and other company information (internal and external documents) are stored on your internal network for on-demand retrieval.** Documents can be retrieved in their original form via a standard web-browser. This promotes better and faster business decisions and enables your entire organization, locally or remotely (offices, sites, field), to capture, distribute, retrieve, archive, secure, and manage content regardless of the application generating the information. Document content may be searched like you search the Internet.

- Electronically file your documents and reports from any application for immediate retrieval
- Reduce document-related storage costs and expenses
- Eliminate costly lost or misplaced documents



- Find your documents and content anytime, anywhere, anyway regardless of the type of document, how or where it was generated!
- Improve productivity and document retrieval
- Improve document-related security and access

Internally generated	Externally generated
1. Accounting/ERP/Custom/Internal applications	1. Internet-based
2. Word/Excel/PDF etc. (Versions etc)	2. International, Federal, State and Local
3. Human Resources (employee reviews, resumes, W-2s, etc.)	3. Compliance documents (employee, corporate etc.)
4. Insurance claims, job, supplemental and retirement benefits	4. Medical, insurance and financial related
5. Project-based (Requirements etc.)	5. Environmental related (EPA, FEMA, OSHA, DOT etc)
6. Sales, service, support reports and quotes	6. Industry and membership-based related
7. Scanned, faxed, emailed and attachments, etc.	7. Scanned, faxed, emailed and attachments, etc.
8. Legal, consultant documents	8. Legal, vendor or partner related
9. Board of Directors, quarterly, annual reports	9. Parent, subsidiary, remote office, site, field support
10. Any report, journal, list etc. sent to a printer	10. Competitor announcements, products
11. Advertising/Marketing/Public Relations	11. Media articles, brochures, fliers, etc.
12. Technology: Network, workstation, laptop info	12. Manuals, conferences, conventions, blogs

ASG-Cypress Document Management User Configurations				
Local user	Mobile user	Remote office	Remote user	Web
Yes	Yes	Yes	Yes	Yes

ASG-Cypress Document Management Application Integrations (Major)					
Accounting/ERP	Business Alerts	Business Intelligence	Project Management	Sales and Marketing/CRM	Telephone
Optional	Optional	Optional	Optional	Optional	Optional

Technology	Executive Management	Users
Secure and simple Internet access	Enterprise and departmental participation	Classify and organize documents
Maintain/monitor document security	Establish business processes foundation	Efficient business processes
Support for any application that prints	Realize a rapid ROI and bottom-line impact	Access documents from anywhere

## Return on Investment and Savings

Savings Area and Item	Description	Savings Impact
<b>Electronic filing of organizational documents</b>	One of the best ways to reduce expenses and save money is to migrate from <u>manually filing</u> to the <u>electronically filing</u> of your documents and papers!.	<b>4-drawer filing cabinets cost around \$25,000 to fill</b> & up to \$2000/yr to maintain due to the cost of initially printing the hardcopy, filing, retrieving, refiling, etc..
<b>Human Resources (HR): Immediate and secure “full-text search” access to employee documents</b>	Confidential and employee documents are secured - reviews, relations, regulations, resumes, insurance, workman’s compensation, Federal, State and Local reporting, compensation history, timesheets, vacation and time-off, employee benefits and more!	<b>Human resource personnel efficiencies improved</b>
<b>Remote and secure access to customer, vendor, or organizational documents (remote office, site, field)</b>	Auditors and others can have <u>secure and safe</u> access to only those documents they have a “need-to-see”. Hence, accounting/ERP data can be found quickly providing for better utilization of time and resources.	<b>Reduced audit costs</b> and improved customer, partner and vendor relations. Migrate from one application to another and recall all related documents even with different forms.
<b>Forms replacement</b>	Forms can be replaced by utilizing state-of-the-art technology to print the form at the time the data is printed.	<b>Reduce expenses relating to special-forms</b> and their design, printing and ordering.
<b>Document and paper Handling</b>	Lost, misplaced, misfiled documents - the sheer quantity of documents, unable to access the desired documents due to employees being absent from the workforce (vacations, holidays, outside-of-work assignments etc.) or offsite at a different location -all of these contribute to significant loss of productivity and they can adversely affect the organization’s bottom line!	<b>25-33% of an employee’s day is spent in ‘paper handling’.</b> That’s nearly <u>20 minutes</u> of every hour. Only one out of ten pages printed are ever consulted or referenced after printing.
<b>Lost documents</b>	Lost documents are due to incorrectly filed, destroyed, ‘convenient’ relocations, etc.	<b>Approx 7.5% of all documents get lost completely</b> (Or, nearly one document in every dozen.)
<b>Document filing</b>	Document filing costs continue to escalate as labor and storage costs rise.	<b>\$20-\$28 is spent in labor costs to file a document</b> (About equivalent to lunch at a fast food restaurant for nearly a <u>week</u> ). 3% of documents are misfiled.
<b>Document searching</b>	Professionals spend 5-15% of their time reading a document but up to 50% of their time searching for a document – let alone the content of the document!	<b>\$120 is spent on searching for a lost document</b> (About equivalent to an <u>entire month</u> or more of lunches at a fast food restaurant.)
<b>Document recreation</b>	Document re-creation escalates with a ‘need-to-know’ or deadline.	<b>\$250-350 is spent to recreate a lost document</b> (Equivalent to around <u>two (2) months of lunches</u> )
<b>Document availability</b>	Availability of documents improves service, efficiencies and effectiveness.	<b>Documents have immediate availability</b>
<b>Shipping or mailing costs</b>	With advanced technology, the ASG-Cypress document management system can automatically distribute all or selected portions of reports to departments or individuals. Additionally, <u>invoices, statements and pertinent documents</u> can be <u>automatically</u> and electronically transferred to recipients.	<b>Reduce mailing and distribution costs of invoices, statements or reports</b>
<b>Storage costs</b>	Storage costs can be internal (filing cabinets, boxes etc.) or external (storage location services, pickup/delivery, time delays in retrieving etc.)	Cost to store information on paper: \$4.55/MB Cost to store information on CD/DVD: \$0.06/MB.
<b>External documents</b>	Faxed, scanned or emailed documents becomes searchable	Eliminate lost or misplaced external documents
<b>Application changes and updates</b>	As updates, new versions and application changes occur, the ASG-Cypress application provides easy access to data in any report regardless of format.	Eliminates ‘eyeballing’ output for the same data but residing on different formats.
<b>Security</b>	Documents can be managed and monitored for security on page-level basis.	Eliminates unwanted ‘eyes and hands’ on documents
<b>Anywhere, anytime, anyway</b>	Search your documents via a standard web browser locally or remotely. Or, even use a SmartPhone or PDA to find and view the documents.	Improves speed and organizational employee efficiencies.
<b>Documents may originate in a variety of applications, sources and formats. These documents are accessible via a secure link to all authorized personnel in their original form. Documents, or a portion, may be secured. Authorized users may annotate documents, such as ‘Received’, ‘Paid’, ‘Approved’, etc., in a workflow environment.</b>		

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