



The 8.5x11 Threat. Find Safe Heaven in the "Cloud"

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You are probably well aware of the physical space and cost that is required to accumulate and store your paper documents. Bulky filing cabinets are required along with tons of folders and racks on which to hang them. Cardboard boxes and storage services when archiving are necessary. Transportation, retrieval and photocopies pose additional costs. Last but not least, your paper documents are only accessible from their respective location. When your files are digitized, space is freed, cost of managing them is drastically reduced and they are accessible in a global scale.

Security guarantees safety of your documents. Physical documents are fragile and subject to every risk imaginable. Disasters such as fires, arson, floods, earthquakes and hurricanes are quite possible in every corner of the earth. Extreme weather conditions can prohibit access to your files by preventing commuting to your office. Over time, documents fade, adversely impacting visibility.

Humidity and rodents can also damage or destroy paper documents. Unforeseen disasters such as theft, loss or misplacement must be considered as well. The sum of these threats means that the documents upon which your business and livelihood rely exist in a state of perpetual jeopardy 365 days per year! Digitizing your files is an insurance policy of sorts because every last shred of risk is eliminated.

Documents live in a cyber cloud accessible from anywhere, anytime. Files are encrypted and accessible only with the proper login credentials and protected by the most advanced security connections to block hacking. It is the same system security connection used by banks online, but is your own web access cloud platform.

Fool proofing your business just got easy. Digitizing your documents opens a whole new world of accessibility, stability, ease and safety. Your business will instantly achieve a heightened level of continuity never possible with paper documents. Moreover, you can grant controlled access of your digital files to associates or employees no matter where they are located. All they need is an authorized user name and password which you control to create them a virtual office such as OfficeKnight© by Scan Archives.

Fraud prevention becomes an automatic benefit. Physical documents are one of the major components in a multimillion dollar criminal industry known as fraud. Your documents fallen into wrong or incompetent hands can incur tremendous damage and serious repercussions. With digital files, encryption and controlled accessed impose accountability thereby ensuring fraud prevention. With our customized software, your digital files are manageable in real time enabling enforcement and control of access to confidential information at all times.

Efficiency promises increased productivity. Gone are the days of businesses and organizations that rely upon shared office space! Digitizing your documents brings new meaning to human resources by granting total mobility and freedom to interact with employees on a global basis. All employees will always be connected and able to share or interact virtually as though they were sitting in the same room. The key factors are interaction, access and flow of information. All of these factors are made possible by storing your documents in virtual cyberspace.

External clients are minimized. Some organizations, namely government entities and other business models that rely upon physical interaction with the public or constituents are tested on a daily basis. Think of standing in a long line to complete a transaction, inquire about certain documents or procedures or obtain information. All can be eradicated with implementation of an automated system of procedures based upon simple logic.

This same system is supported by search engines through the internet. When all of the information is digitized, people can inquire, fulfill and complete any transaction, anytime, anywhere. Businesses and organizations need not worry about processing fees not collected physically from consumer at the office location since merchant services can interface with the our data platforms and information can be exchanged for a fee from third party online inquires.

Costly procedures don't have to be. Imagine having to rely upon sending someone to a storage unit to retrieve a document in an urgent situation only to learn that they cannot find it. Imagine paying a document handling company for that same retrieval by fax or snail mail. When your files are digitized and secured within a cloud platform, this same document can be quickly and easily retrieved using a powerful search engine that recognizes every word as a keyword.

Does your document require an immediate signature from a person located outside your perimeter? Paper, ink and courier are all done away with using our Signature Certificate from our partner GlobalSign©. The necessary signature can now be obtained instantly via email. Time is money but time is also opportunity and peace of mind.

Become the leader in your industry. Digitization of your documents will set your organization or business running in the right direction in a challenging world thick with competition. Total efficiency and confidence to overcome challenges successfully in any economy, weak or strong, will become second nature. You cannot afford not to digitize and protect your documents.

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