

## EXPEDITE OVERVIEW

- Overlays your directory shares
- Adds the much needed controls, tracking, and protections.
- Ensures the integrity of your information.
- Creates a “trusted master copy” that everyone can use safely.
- Allows for the inclusion of people outside your organization

## WHAT CUSTOMERS ARE SAYING

- “We save a tremendous amount of time just being able to find things quickly
- “Before Expedite, we had more controls, tracking and management oversight on our petty cash than we did on our information!”
- “We put our data into Expedite and we just don’t have to worry about it.
- “We haven’t had a failed audit since we went with Expedite.”

## Do you have critically important files that you struggle to control for your business?

Keeping them on the company’s file server quickly turns them into a useless mess. The old document management systems deal primarily with paper and cost way too much. You don’t want to get a bunch of separate, overpriced, complicated applications for each type of data, all having different interfaces, and don’t work together. What you need is a system that allows users to access the files in the same way they do now, but put some controls over them to make them secure, protected, available and useful.



### What is Expedite? Like having your own Executive Assistant!

Today’s file servers are effectively like a file cabinet. Things can be placed in it and removed later. Expedite is like your own **executive assistant managing those file cabinets** who ensures the integrity of the information.



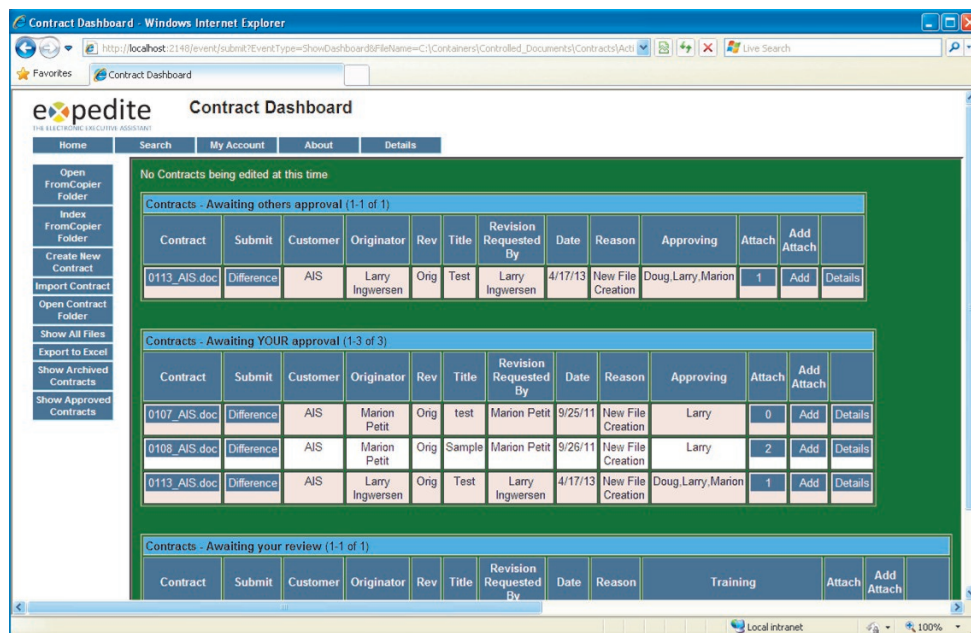
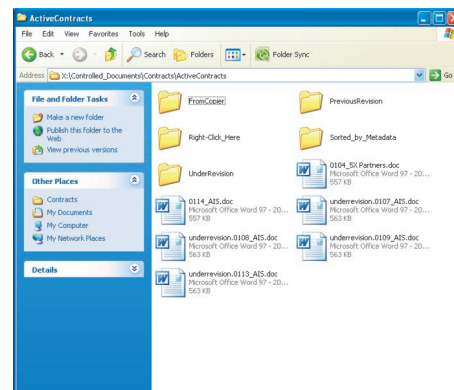
- **Organizes and identifies business information assets, not just a pile of files**
  - Collects the pieces together such as other files, applicable emails, etc.
  - Tags it with additional data so you know what it is, who it is for, etc.
- **Locate your assets quickly and efficiently**
  - Search on business type, status, content, person or any combinations.
- **Protects your assets**
  - Maintains a trusted master copy
  - Self-healing. Will automatically restore the original upon corruption.
  - With Expedite, your data is actually better protected in the cloud!
- **Access your assets**
  - Extends involvement beyond your organizational chart to contractors, customers, etc.
  - Expedite has 12 different access methods to support your extended organization
- **Use of the system is normal and transparent**
  - Can access your information just like you do now through a file share
  - Device and user location independent
  - Can still get access to Expedite files even if Expedite is not even running
  - People intuitively know how to use it because it works at the business information level
- **Change Management**
  - A history is kept on every file so you always know who did what when.
  - Check-in, approvals, and reviews are available as appropriate.
  - Even deleting files requires a reason and are logged
- **eDiscovery ready**
  - Able to locate pertinent information quickly.
  - By recording what was submitted, you always know what was sent, can detect if they tampered with anything, can ensure they can’t say you never sent something, etc.
- **Manageable**
  - Can always tell the status of any collection of business information in real time.
  - Will tell each employee what information is demanding their attention.

# Why Expedite Is Different?

## INFORMATION ASSET EXAMPLES

Policies and Procedures  
 Contracts  
 Patents  
 Professional agreements  
 Finance documents  
 Employee files  
 Resume tracking  
 Incident Reports  
 Location lists  
 Customer/Student lists  
 Client supplied documents  
 Change requests  
 Time Sheets  
 Expense Reports  
 Purchase Orders  
 Invoices  
 Engineering projects  
 Manufacturing drawings  
 Market Research  
 Knowledge base  
 Ultrasound Image scan sessions  
 Tax records  
 City Clerk official documentation  
 ISO9000 regulatory support  
 Flight training records  
 Case Files  
 Complex sales orders  
 Announcements  
 Liability Restriction Forms  
 Student Records  
 Client network diagrams  
 Requests for service  
 Device master records  
 Former employee records  
 White paper library

- Works directly with your file shares
  - Files are still stored on your servers
- Founded on Information Assets
  - Bridges the gap between how business works and how computers operate
  - Designed to solve business problems for business users
- Low initial entry cost
  - Simple to justify starting with one asset type
- Incremental Deployment
  - Add other assets or automation as business requirements and budgets dictate
- Wide applicability
  - Works with a variety of asset types, across all departments and file types
- Leverage established best practices
  - No Programming required.
- Flexible
  - Doesn't hold your data hostage
- Can be tailored to satisfy unique requirements



Tired of the hassles with your files? Sick of not even being able to find everything you need. Are you ready for some help?

Contact Action Information Systems to learn how easy it is to get started!

**expedite**  
THE ELECTRONIC EXECUTIVE ASSISTANT

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