

# **Business Information Asset Management**

#### 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

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

Action Information Systems

1206 5th St

Golden, CO 80403

Phone 800-266-1049 www.expediteintegrity.com

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

File and Folder Tasks	FromCopier	PreviousRevision
Publish this folder to the Web     Yew previous versions	Right-Click_Here	Sorted_by_Metadata
Other Places	UnderRevision	Microsoft Office Word 97 - 20 557 KB
Contracts My Documents My Computer	Microsoft Office Word 97 - 20 557 KB	underrevision.0107_A25.doc Microsoft Office Word 97 - 20 563 KB
My Network Places	underrevision.0108_AES.doc Microsoft Office Word 97 - 20 563 KB	underrevision.0109_AIS.doc Microsoft Office Word 97 - 20 563 KB
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