

**Content
Management
Solutions**



What's the right-sized solution for your **content management needs?**



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Ask the experts at GBS about their Content Management Solutions.

Our team excels at delivering robust Content Management Solutions to organizations of all sizes. Let us customize a system that fits your existing business practices and budgets for more efficient organization and quicker retrieval of paper and electronic documents.

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Intelligent Workflow Solutions That Deliver

GBS understands how much easier and cost-effective it is to adopt a document imaging solution that can be built around your current business structure. We also realize that you want to save and access these documents as quickly as possible. That's why we offer smart, robust Content Management Solutions that deliver a wide range of capabilities to meet your needs.

Document Imaging

Flexibility Features: Allows unlimited users, each assigned a specific level of access, and works with both centralized and distributed document imaging environments.

Functions:

- Scans and imports documents.
- Retrieves images.
- Automatically indexes documents according to industry standards using barcode recognition, OCR and data matching from external sources.
- Supports images created from third-party capture applications, fax servers, email platforms and digital copiers.
- Retains unlimited content and projects.

Workflow Process Management

Efficiency Features: Automates the collaboration and assignment of tasks to streamline work processes and accelerate the completion of critical business decisions.

Functions:

- Adds management oversight to tasks that are impossible to control in a paper environment.
- Distributes tasks to workers across geographically diverse organizations.
- Distributes tasks according to current workload.
- Outsources tasks.
- Benefits such processes as human resource hiring, medical transcription approval, lab results routing, remote coding applications and loan approvals.

eForms

Flexibility Features: Merges data from content management databases or external data sources into forms. Also, integrates forms created in other applications by passing them through our document management system.

Our document and workflow automation software helps organizations focus on the work that really matters by eliminating manual paper-based processes. Many organizations that use this software find that harnessing forms empowers them to eliminate paper processes and find ways to streamline other tasks.

Using drag-and-drop design tools, business users can quickly create forms and share them with internal and external users. Users can conveniently fill out online forms and upload supporting documents. Once completed, forms can be imported immediately to trigger workflow processes without the need to scan documents.

Functions:

- Reduces the expense and difficulty of distributing, managing and filing paper forms.
- Creates and stores a library of on-demand forms.
- Automates form creation, distribution and filing.
- Creates form templates that can be configured as Word, HTML or XML documents.
- Routes created forms through a workflow for completion or printing.

Analytics

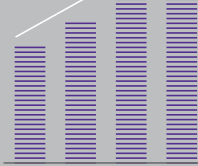
Flexibility Features: Combines robust analytic capabilities with improved user experience to deliver simplified organizational intelligence.

Functions:

- Quickly recognizes content demographics and trends.
- Evaluates user productivity or process efficiency.
- Easily identifies areas for improvement.
- Anticipates the effects of current trends on future productivity.
- Offers five "insights" dashboards to compare current performance against historical data/processes to predict future flow and progression of processes.

Are you managing your documents or are they managing you?

90-95% of business information still exists on paper.



The average document is copied **19** times.



Paper grows at approximately **25%** per year in the typical organization.

Each day **1 billion** photocopies are made.

U.S. office workers print **10,000** pages per year.



70% of "white-collar" worker time is spent processing paper documents.
An average organization spends **\$20** to file a document.



15% of all paper documents are misfiled or misplaced, which causes the average organization to spend \$120.00 looking for a lost document.



15% of all papers are lost.



7% of all documents generated are lost.



20% of records are misfiled losing them forever.

1 in 4 businesses will suffer a catastrophic loss.



2 out of 5 enterprises that experience a disaster go out of business within five years.



Industry Specialties

Flexibility Features: Packages content management functions unique to specific industries, eliminating non-essential tasks and increasing efficiency.

Examples of Industries:

- Accounting Departments • Financial • Government
- Healthcare • Human Resources • And More

Integration Tools

Flexibility Features: Document management application integration tools incorporate content management functions into your existing systems and core applications.

Functions:

- Eliminates duplicate data entry by linking content management database and core applications to automatically index, validate and populate data in multiple sources when keyed into one.
- Delivers content to custom user interfaces and web portals via calls.
- Scripts automated decision-making within workflow.
- Customizes plug-ins for industry-specific functions.

Physical File Tracking

Efficiency Features: Creates color-coded labels with barcodes for fast organization, tracking and retrieval of paper files and archived boxes.

Functions:

- Allows files or boxes to be checked in or out of a central storage room or requested via email by users.
- Enables email users to specify fulfillment method, such as delivering the file or box, faxing specific pages or scanning the file for quick online viewing.

Eliminate these Costs and Concerns by Implementing GBS' Content Management Solution.

Our affordable, advanced, web-based Content Management Solution that addresses issues of controlling and managing content of many different forms. These forms often include paper files, archival box storage, document images, digital application files, computer print files, emails, faxes, website input, and many others.

The GBS Conversion Center can quickly transform your documents into accurate archival digital images and deliver them to your business applications and databases for fast and easy retrieval.

Learn how GBS can customize a Content Management Solution for you!

Contact us today at **800.860.4427** or visit www.gbscorp.com



Document Capture Software

GBS serves customers with high-volume scanning needs using industry leading document management capture software.

Certified technicians install, configure and support the software for clients who need to capture a large number of electronic or paper documents themselves. We can even bundle our document capture software with a customer's document management package.

Customers may also take advantage of GBS' Conversion Services by outsourcing the scanning to us.

Conversion Services

The GBS Conversion Center is a state-of-the-art, 35-workstation document imaging facility that quickly transforms your documents into accurate, archival digital images and delivers it all to your business applications and databases for fast and easy retrieval.

Our facility is equipped with electronic keycard locks at every entry point, 24-hour video surveillance, motion detectors and alarms, making access to documents highly restricted and secure.

Services:

- Convert hard copy, COLD file, microfiche/microfilm and electronic documents into a digital archive.
- Scan large-format documents, such as oversized drawings and maps.
- Securely pick up and deliver documents.
- Scan on customer's site for special projects.
- Prepare documents (remove staples, organize, etc.).
- Pull and send files that customers request during the scanning process.
- Offer long- and short-term box storage.
- Securely store a backup of customer's digital archive at GBS facilities.
- Provide document destruction.

Disaster Recovery Services

“Two out of five enterprises that experience a disaster go out of business within five years.”

– Gartner Research

If your company's electronic and paper files are ever destroyed, GBS can swiftly deliver them back into your hands by keeping a secure electronic copy of the documents offsite, resulting in an increased recovery speed and chance of survival.



Try us on for size. We've got the perfect productivity package for you.



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