

## Document Management Services

# The Price for Poor Document Management is High

Sierra 7

## Partner with Sierra 7 and Access, a Proven Partnership in Document Management Industry

- 83% feel their success and ability to be productive at work are slowed down by outdated ways of working with documents. (source: Adobe)
- 82% are unable to locate important documents they know exist. (source: Adobe)
- An effective document management strategy could reduce cost by 30% and lower risk by 23%. (source: IDC)

### **The Mentor Protégé Program**

The Mentor Protégé Program is a partnership between Access (mentor) and Sierra 7 (protégé). This partnership creates an opportunity for Service-Disabled Veteran-Owned Small Businesses (SDVOSB) to offer document management services to government agencies and private businesses. This program allows agencies to meet spending requirements for an SDVOSB with access to resources with deep expertise in document management. Core services include:

- Document imaging
- Upgrades to existing document processes
- Secure, efficient physical document storage and services
- Process automation document management technology

## About Sierra7

Sierra7 is a Service-Disabled Veteran-Owned Small Business (SDVOSB) recognized as a leader in providing value added business solutions through hands-on managed consulting in the most important areas. From expert technical advancement to superior management assistance in various disciplines, we offer companies a greater opportunity of growth and profitability through proven effective measures. Sierra7's carefully assembled team of professionals have the experience and background knowledge to understand what really drives success in a business. We offer a wide range of solutions based services that include:

- Records Management
- Healthcare Services
- Call Center Operations
- Acquisition and Program Management
- Application Development and Integration



## About Access

Access is the largest privately held information management company, and a global provider of technology solutions. FileBRIDGE, the Access cloud-based software platform, automates business processes while providing insight through advanced analytics and embedded information governance. The unique blend of services and technology allow organizations to manage paper and digital documents throughout their lifecycle, while providing a path to a paperless future. Access is advancing how the world manages information.

## Document Imaging Services

Shuffling too many paper documents impacts efficiency. A typical organization of 1,000 people wastes over \$11 million per year through manual document handling and management (Source: Gartner Group). Converting

paper files and records to electronic documents increases productivity, improves business processes, and ensures compliance with regulatory requirements. Regardless of the format, Access can store and make information immediately accessible anytime, anywhere. We scan documents into searchable images that clients can retrieve in a secure environment, enabling client access from any location via the web. Access document imaging benefits include:

- Improved response time to internal and external customer
- Reduced costs for retrieving, replicating and storing documents
- Streamlined workflow processes to improve productivity
- Minimized regulatory compliance risk
- Reduced infrastructure costs—no software to purchase, no installation costs
- Compatibility with existing databases or systems
- Continuity of operations: complete backup, redundancy, and disaster recovery
- Reduced environmental footprint

## Document Storage Services

Regardless of format (hardcopies, electronic media) or industry (government forms, business, financial, medical records), we can store it safely and cost-effectively, and provide fast access and retrieval. Our processes allow for an efficient and cost effective alternative to in-house document management expenses. Access storage facilities are equipped with 24-hour security systems and fire protection to safeguard your information.

Our document storage facilities and process offer:

- Secure, climate controlled facilities
- Customized and traceable bar code tracking
- Advanced fire suppression system
- An unbroken chain of custody (processing, storage and retrieval)
- Secure Access fleet with state-of-the art alarm systems and GPS tracking

# CONTACT US TODAY

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Learn more about Sierra 7 at [Sierra7.com](http://Sierra7.com)

Learn more about Access at [InformationProtected.com](http://InformationProtected.com)