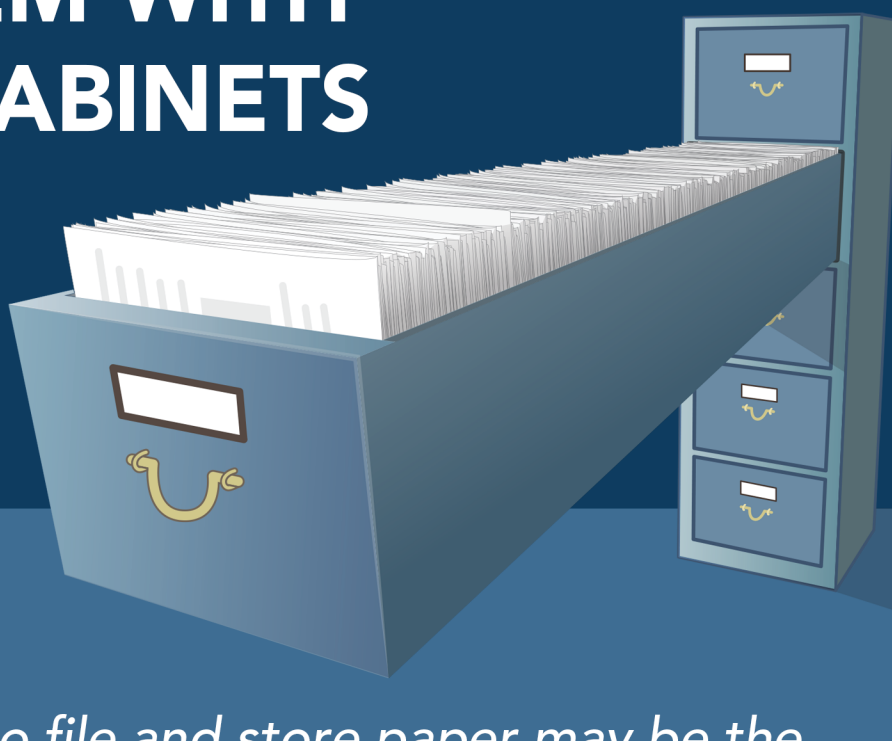


THE PROBLEM WITH HR FILING CABINETS

HR DOCUMENT MANAGEMENT



The space needed to file and store paper may be the least of your concerns impacting the bottom line.

PROBLEM



Paper is misfiled!

Files are misplaced, left on desks, and misfiled in filing cabinets. Finding lost files takes a lot of time.



Files are vulnerable!

Filing cabinets are no match against theft or disasters like fires, earthquakes, and hurricanes.



Filing is inefficient

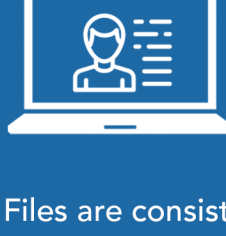
Filing cabinets have no intelligence to automate processing or set reminders. You file paper manually.



Paper takes up space

Each filing cabinet can hold about 18,000 HR records, enough files for just 90 current and former employees.

SOLUTION



HR document management

Files are consistently organized and full-text searchable, so you can find what you need, when you need it.



Secure document management

Files are backed-up and secure so you can quickly recover and maintain continuity of business.



Digital filing is smart

Digital files are organized, routed, and set with records policies, eliminating the manual paperwork.



Stop making paper!

Stop adding to the problem by cutting off the flow of new paper and taking a digital day-forward approach.

20 fully-loaded filing cabinets can equal the weight of a mid-size car.



THE TRUE COST OF HR FILING CABINETS

A filing cabinet requires 7 square feet of space, costing about \$280 per year in office space on average. Ten cabinets require 70 square feet of space, costing \$2,800 per year!



| INVOICE | |
|--------------------|---------|
| 5 Filing Cabinets | |
| Square Footage | \$2,135 |
| Paper | \$750 |
| Inefficient Filing | \$5,784 |
| \$8,633 | |

On average it costs \$20 in labor to file a document, \$120 in labor to find a misfiled document, and \$220 to reproduce a lost document.

- PricewaterhouseCoopers

Filing Cabinets Have No Intelligence



Filing cabinets can't talk.

Filing cabinets can't tell you who's been inside.

There is no search button.

“Document Locator pays for itself every day in the time-savings.”

James Lodenquai,
Human Resources Director,
Vallarta Supermarkets



Vallarta Supermarkets, with 50 locations across southern California, has solved its dilemma of spending too much time searching for HR files in order to comply with internal and external audits. Document Locator's HR Document Management solution has helped the company save time in filing and organizing their HR records equivalent to one full-time employee.



Built right into Microsoft Windows Explorer and Microsoft Office, Document Locator makes HR document management easy to use.

Learn more at DocumentLocator.com/HR
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