TRANSFORM HOW YOU ACCESS YOUR DATA

CONNECT YOUR INFORMATION IN A SCALABLE CLOUD REPOSITORY

- CHALLENGE

Many organisations are making digital transformation a priority to take advantage of benefits such as reduced costs and improved operational resilience. With so many employees working remotely, some organisations are looking to downsize their real estate footprint. As organisations consider downsizing and/or optimising real estate space, they need to streamline operations and connect data to support growth, strategy, and decisions across the business.

However paper documents are still part of many business processes. This mixture of physical and digital information makes it difficult to find what you need, when you need it. When you do find the information you need, if it's in paper format, you still can't easily access or quickly share it with others, especially your remote workforce. Even if you do have someone who can scan the documents in house, it is labour intensive and subject to manual error. Lack of visibility into your information's location can lead to over-retention, increasing cost and liability tied to compliance, audits, fines, and litigation. This struggle is so common that 70% of the Association of Intelligent Information Management (AIIM) members say that getting the right information, to the right person, at the right time is at the heart of their digital transformation challenge. (AIIM)

WHAT IF YOU COULD...?

> Convert your physical assets to digital with an auditable chain of custody

> Search and access your many types of information in one, centralised platform

> Prepare for a scalable transformation future

Iron Mountain can help.

+ SOLUTION

Iron Mountain InSight® is an information management and content services platform solution that provides you with a centralised view of your information, allowing secure access and retrieval for your employees in a single cloud repository for enhanced visibility and access. You'll be able to manage predictable costs, free up valuable workspace, and make the handling of your information and its usage more effective and efficient.

The scalable platform grows with your business needs. We offer a suite of software as a service (SaaS) add-on solutions designed to drive efficiencies in your organisation's most common processes and address industry-specific challenges. Our Professional Services team can work with you to upgrade your capabilities, so that you can automate your document-centric workflows, integrate with common business applications, capture key information when it enters your business for classification and enrichment, and further your digital transformation.

HOW IT WORKS

DIGITISE
CONVERT PHYSICAL TO DIGITAL
Need help digitising your information? Leverage our best in class digitisation technology to quickly turn your physical documents, microfilm or microfiche into digital. Our global footprint enables a consistent approach to your scanning requirements. We can help you prioritise and achieve your goals ranging from large scale backfile conversion to day forward scanning programmes.

STORE
ACCESS ENCRYPTED FILES IN A SECURE REPOSITORY
Ingest your digital files from other locations, such as other cloud repositories, enterprise content management systems (ECMs) and file shares, to centrally store scanned and digitally born content. Role-based permissions you own and manage ensure authorised users have 24/7 access to your digitised documents in a secure platform whether they're in the office or remotely working. Iron Mountain leverages the National Institute of Standards and Technology (NIST) Cyber Security Framework (CSF) as our enterprise security framework.

SEARCH
QUICKLY LOCATE WHAT YOU NEED
The platform enables you to quickly locate what you need. Leveraging optical character recognition (OCR) technology, the contents of your documents are completely searchable by text or index. You'll be able to easily share and download your digital documents with others.

AUTOMATE
ENABLE COLLABORATION FOR DOCUMENT-CENTRIC PROCESSES
Your subscription enables you to delegate and assign tasks, as well as review and approve assets. You can also apply records retention rules to your documents through different add-on retention modules to support compliance. Looking for automated workflows and/or integrations with some of your common business systems? Our Professional Services team can work with you on how to maximise the benefits of upgrading your subscription. You can also add-on packaged software as a service (SaaS) solutions for your most common workflows.

HOW YOU BENEFIT

✛ **SECURELY ACCESS** your digital information in a secure repository anytime, anywhere.

✛ **EASILY AND QUICKLY SEARCH** for critical documents from one central, secure location.

✛ **MORE EFFICIENTLY HANDLE AND USE YOUR INFORMATION**, reducing time and effort spent searching for what you need..

✛ **FREE UP VALUABLE WORKSPACE** for revenue generating activities and creating a more dynamic environment for a multi-generational workforce.

✛ **PREPARE FOR A SCALABLE TRANSFORMATION FUTURE:** As your requirements change and develop, you can take advantage of additional services and capabilities to support your growth, compliance and digital needs.

Not sure what needs to be digitised? Iron Mountain can work with you to identify how to proceed with your legacy, operational, and incoming records. We can help you determine which assets should be digitised, stored, and/or securely shredded based on your retention requirements. We offer several disposition options for your newly digitised physical information including secure storage, sustainable shredding and/or returning physical assets to you. Need help complying with your organisation's retention policies? We have options for you. If your organisation already has a retention policy that you want to input, we offer an add-on module that allows you to enter and create your own schedule. If you need help with creating retention rules, you can integrate with Iron Mountain Policy Centre, our cloud-based retention policy management platform. You'll have the ability to access updated retention rules and apply them systematically to relevant documents.

Iron Mountain is an industry leader in helping you bridge the gap between physical and digital information. You can take advantage of the opportunity to consolidate vendors. We offer solutions and services to help you no matter where you are on your digital transformation journey. We partner with Google Cloud and Amazon Web Services (AWS) to provide our customers the ability to harmonise their cloud strategies and take advantage of innovative technology.

To learn more, contact your Iron Mountain representative or visit our website for a free quote.

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