Solution brief

Transform: paper to digital

Iron Mountain Scan and View

Challenge

Paper is holding you back

Your organization is under considerable pressure to achieve its strategic goals and deliver value to internal and external stakeholders. You want to be responsive, but when you struggle to manage a mix of paper and electronic information, you're slowed to a crawl.

When you live in this kind of hybrid world without a unified view of your information, you and your employees spend precious time searching for what you need. 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.

Solution

Find what you need when you need it most

Iron Mountain Scan and View is a purpose-built web-based software that combines scanning of physical documents and digital storage in a secure enterprise content management (ECM) system.

Your scanning will be done by the provider that you already trust with your paper documents. You'll have a centralized view of your information, freeing up valuable workspace and making the handling of your information and its usage much easier.

IRON MOUNTAIN®

Industry fact

54% of office professionals said they regularly waste time searching for documents.

TechRepublic
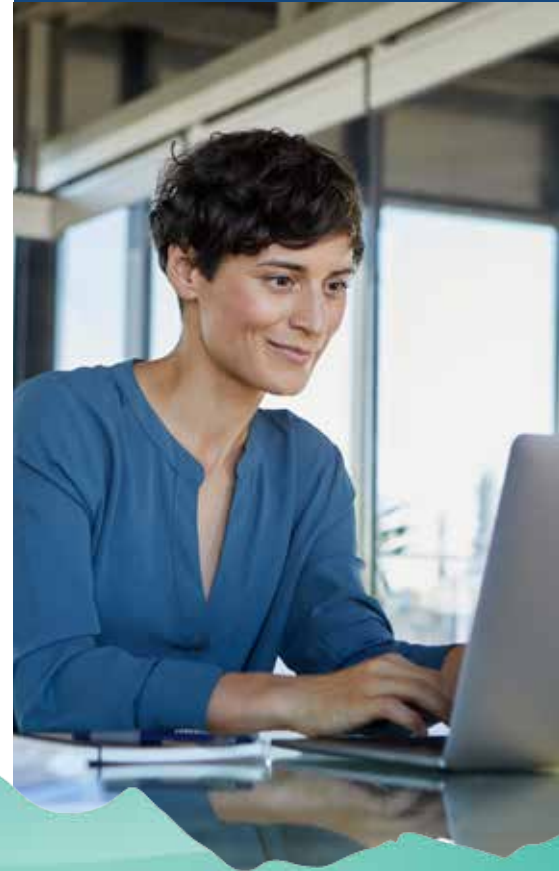
How does it work?

Digitize → **View** → **Search** → **Access**

Unite physical and digital data

Scan and ingest documents from your site(s), Iron Mountain site(s), and other digital repositories. Users have file upload capabilities

Encrypted files in secure repository

Role-based permissions enable authorized users to access your digitized documents in a secure platform 7/24

Quickly locate what you need

Leveraging optical character recognition (OCR) technology, the contents of your documents are searchable by text or index

Share information with stakeholders

Easily share files with internal and external users as links and email attachments

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Need more functionality? Upgrade your subscription to enable collaboration and workflow automation for document-centric processes.

What you gain

> **Free up** valuable workspace for revenue generating activities and creating a more dynamic environment for a multi-generational workforce.

> **Easily and quickly** search for critical documents from one central, secure location.

> **Better handle and use** your information, reducing time and effort spent searching for what you need.

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