savin

Savin – Facilitating Policy Compliance

Most companies manage a huge variety of documents scattered throughout different departments and global locations. The result is a mountain of paper and vast amounts of electronic files, making it difficult to manage documents. In addition, today's companies must also address corporate mandates and increasingly complex government regulations.

This presents a compelling need to develop document management solutions with flexible security options that will improve efficiency and aid compliance with both internal and external policies.

An End-to-End Solution

Implementing companywide records management policies and adhering to federal and state regulations requires an overall document management strategy that includes information security, auditable document trails, metadata management, and retention options. Savin can help you develop customizable workflow strategies to facilitate compliance in all of these areas — with innovative solutions that streamline how you do business.

CHOOSING THE RIGHT ALLIANCES

Savin has an established Alliance Program with best-in-class Enterprise Content Management (ECM) software firms, capture technology vendors and systems integrators to create a unique, end-to-end scanning and document management solution. By working together as a team with these members, Savin develops applications that help companies comply with both internal policies and external regulations.

ECM SOLUTIONS

Savin has alliances with ECM software vendors to supply a range of automated solutions that offer document lifecycle management, security, archiving, revision control and workflow. With these joint solutions, Savin provides a comprehensive set of scanning and document management solutions.

For example, Alliance Members such as Documentum and FileNet allow secure user authentication to access corporate records and manage business processes. For added security, our integration with Adobe LiveCycle provides not only secure access to but also permission-based routing of confidential documents.

The Adobe-enabled digital workflows for scanned documents allows for customizable permissions at the document level, restricting or permitting users to access, revise, e-mail, store and even print specific documents. Additional programmable options include encryption, digital signatures and time stamps certified by trusted authorities.

Because every enterprise is unique, Savin offers ECM consulting and implementation expertise to ensure proper integration with any back-end system.

STRATEGIC ALLIANCE ECM PARTNERS

- EMC Documentum & Captiva
- IBM FileNet
- Open Text/Hummingbird
- Hyland
- Interwoven
- Oracle
- Kofax

Document Solutions & Services

AUDIT TRAIL

Savin solutions ensure that you have an audit trail for all activities that occur on the network. For example, we will help you set up scanning solutions that require users to log-in at the multi-functional product so you know intrinsically which users are accessing or transmitting certain documents. This log-in information records who scanned a document, date and time and where it was sent. This ability is critical for organizations that are required to comply with government regulations, such as Sarbanes-Oxley and HIPAA.

Savin has expertise working with industries that are paper and process intensive and heavily regulated, such as:

- Banking, Accounting and Finance
- Government
- Health Care
- Insurance
- Legal
- Oil and Gas
- Pharmaceuticals
- Transportation

DISASTER RECOVERY

Savin can also help you configure a disaster recovery system to ensure remote, off-site back-up to protect documents with required retention periods mandated by internal or government regulations. For example, you could back up important data hourly, daily or weekly, depending upon your requirements. Savin can accommodate a variety of disaster recovery needs — whether for a small company needing periodic back-ups or for a large company or document-intensive business requiring extensive storage.

INDUSTRY EXPERTISE

Savin has many years of experience developing compliance-driven applications for policy-intensive vertical markets such as health care, education, government, legal and financial services. Through the development of applications for these vastly differing specialty markets, we have amassed a library of intellectual property which can be customized for individual companies or entire industries with compliance challenges. This enables a faster development and implementation process allowing for compliance in a timely manner.

Savin can help your company create a document-management strategy to accommodate the following types of records management policies and regulations:

- SEC record-keeping requirements pertaining to e-mail and instant messaging at brokerage firms and other financial services companies

- Corporate or government record retention policies that dictate the length of time certain documents must be retained

- HIPAA requirements in health care environments requiring detailed audit records about the document source, document access privileges, log-on and log-off times, functions performed and how the document leaves the system

- FDA regulations on the acceptance of electronic records and signatures

- Human resources policies that dictate how long job applicants' resumes must be kept on file

- Departmental policies regarding use of network devices – for example, a company might determine that only the marketing department is allowed access to a company's color copier to reduce per copy costs

- In-house policies that require careful tracking of copies, scans or faxes for the purposes of billing back client expenses, such as a law office or advertising agency

ENSURING COMPLIANCE – THE BENEFITS OF WORKING WITH SAVIN

Tomorrow's winning companies will select vendors who can stay focused and quickly deliver solutions that will help them succeed. Savin, along with our Alliance Members, provides a proven, end-to-end solution to deliver the following benefits to streamline workflows and aid compliance efforts for your company:

- Reduce error rates associated with manual processing and improve information accuracy

- Reduce risk by enforcing document security with built-in permissions and internal retention policies

- Share hardcopy information in seconds by digitizing information through Savin devices and then sending documents to the desired destination – quickly and securely

- Provide an electronic audit trail of all documents

- Ensure accuracy of scanned documents with powerful image-processing tools and OCR engines

- Improve security by protecting intellectual and paper assets from destruction or misuse

- Uphold corporate document management strategies to ensure regulatory compliance

About The Document Solutions & Services Division (DSS)

The Document Solutions & Services Division (DSS) of Savin is leading the industry with a portfolio of solutions that transform paper documents into information that easily integrates into existing business workflows to measurably improve document workflow efficiencies. DSS is committed to creating new "document-centric" customer value that will revolutionize how individuals and businesses use digital and paper-based information.

DSS offers a complete package of products, services and support programs to all our channels, comprising of direct and indirect operations under the Ricoh, Savin and Lanier brands.

About Savin

Savin's broad line of award-winning products helps customers succeed in finding the right document-management system to meet their needs, delivering solutions and services that increase efficiency, reduce cost, and improve document workflow. Savin's solutions include digital multi-function products (color and monochrome), printers (color and monochrome), multi-function facsimile, scanners, digital duplicators, wide-format systems, as well as a full range of software applications for printing and document management. Savin is a brand of Ricoh Americas Corporation, based in West Caldwell, NJ.

For more information on Savin products, visit www.savin.com