IRON MOUNTAIN®

IRON MOUNTAIN® WORKFLOW AUTOMATION™
POWERED BY HYLAND – FOR CONTRACTS MANAGEMENT

INDUSTRY FACT

MORE THAN 80% OF A BUSINESS' TRANSACTIONS ARE TIED TO A CONTRACT, YET ONLY 16% OF LEGAL DEPARTMENTS HAVE VISIBILITY INTO A MAJORITY (75%) OF THEIR CONTRACTS.

SOURCE: HTTP://INFO.APTTUS.COM/RS/924-REY-380/IMAGES/GENERAL%20COUNSEL%20TECH%20REPORT.PDF ACCESSED 010416

BUSINESS CHALLENGE

You're responsible for evaluating and managing contracts and working with other functions within your organization to ensure that the contracts meet their needs. You're pressured for quick turnarounds but your speed is slowed by a plethora of redundant administrative tasks and the burden of managing a mix of paper and electronic information housed in a variety of places. You don't have visibility to where contracts are located, the terms that are typically in place or the number and cycle times of active contracts. There are tools available that could automate the process, increase efficiency and reduce time you spend on administrative tasks, yet capital and IT investments for a contracts system are challenging in the current business environment.

HOW THIS AFFECTS YOU

- Sensitive documents may be lost or viewed by unauthorized people.
- Your time is relegated to redundant, time consuming tasks and your customer service suffers.
- Your organization is exposed to risk, unevaluated contract renewals, reuse of outdated language, unfavorable terms and revenue leaks.

WHAT IF YOU COULD

- Remove redundant, time consuming tasks, reduce errors and speed your turnaround?
- Gain centralized visibility of your entire contract management process with the assurance that your information remains confidential, secure and private?
- Easily identify the value of a contract in process and prioritize how quickly it can be completed?

- Solve your information management challenges without purchasing a new system or burdening your IT organization?

IRON MOUNTAIN® WORKFLOW AUTOMATION™ POWERED BY HYLAND – FOR CONTRACTS MANAGEMENT

With Workflow Automation powered by Hyland – for Contracts Management you'll be able to eliminate paper, centralize contract storage, have visibility into it, and manage the entire contract lifecycle. A library of contract templates will help you drive the consistent creation of quality contracts. You'll define processes that others need to follow and automate routing of documents to those who need to act on or respond to them, regardless of their location or your desire to use mobile devices. Time consuming tasks and errors

OnBase® by Hyland

will be reduced, allowing you to spend your time on value added activities.

This system allows you to create electronic notes, track conversations and capture revisions and supporting documents directly from email. You'll be able to automate escalation notices of delays and needed documentation that is missing.

You'll also be able to automate notification of contracts that are nearing expiration and automatically send reminders as due dates approach. You'll be able to see the value of contracts in process and take action to speed them through to completion.

Configurable dashboards provide you with data and metrics for powerful insights and enable you to predict how quickly contracts will be completed.

All of this is possible without the need to you to burden your IT department.

When you use Workflow Automation powered by Hyland – for Contracts Management, you'll be better able to protect your organization from risks associated with compliance, security and privacy lapses. You'll have audit trail with documentation that tracks changes and activities that have been performed on folders and files, such as viewing and printing.

We take data centre safeguarding and compliance seriously. Your information will reside securely within a data centre located in Canada. Your data will be encrypted at rest and during transmission across a secure network. In the unlikely event that documents are accessed by an unauthorized person, the data will not be viewable.

The Workflow Automation powered by Hyland – for Contracts Management is available with the following complementary services, to create a solution that can remove paper from your information management responsibilities:

> Document Imaging Services
> Secure Storage Services
> Secure Shredding

With our **Document Imaging Services**, you can have paper documents scanned and indexed, with metadata applied, for easy data retrieval.

With our **Secure Storage Services**, you'll secure and protect your valuable physical records and documents and wrap a records management program around them.

When your paper documents have reached the end of their useful life and met your organization's requirements of retention, our **Secure Shredding Services** will enable you to destroy them, confident that you are complying with regulations governing information destruction.

With the Iron Mountain® Workflow Automation™ powered by Hyland – for Contracts Management you'll gain the benefits of best in-class technology, avoid capital investment and IT burden. You'll leverage our ability to link your physical and digital records, wherever their reside, you'll benefit from best-practice processes, our logistics and personnel backed by 65+ years experience protection customers' information security and privacy.

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ABOUT IRON MOUNTAIN

Iron Mountain Incorporated (NYSE: IRM), founded in 1951, is the global leader for storage and information management services. Trusted by more than 220,000 organizations around the world, and with a real estate network of more than 85 million square feet across more than 1,400 facilities in over 50 countries, Iron Mountain stores and protects billions of information assets, including critical business information, highly sensitive data, and cultural and historical artifacts. Providing solutions that include secure storage, information management, digital transformation, secure destruction, as well as data centers, art storage and logistics, and cloud services, Iron Mountain helps organizations to lower cost and risk, comply with regulations, recover from disaster, and enable a more digital way of working.

For more information go to: www.ironmountain.ca

ABOUT HYLAND

Founded in 1991, Hyland is one of the largest, independent enterprise content management companies in the world. Hyland solutions have been built with our partners and customers to give organizations around the world real control over their information simplifying everyday tasks, creating processes to save time and money and giving them the freedom to pursue innovation. Hyland is the creator of OnBase®, a single enterprise information platform for managing content, processes and cases.

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