IRON MOUNTAIN®

MANAGING WORKFORCE TALENT DIRECTLY CONTRIBUTES TO INCREASED ORGANIZATIONAL EFFECTIVENESS AND PROFITABILITY — INCREASING TOTAL SHARE-HOLDER VALUE BY UP TO 15%

SOURCE: CORPORATE LEADERSHIP COUNCIL, 2015

SOLUTION BRIEF

IRON MOUNTAIN® WORKFLOW AUTOMATION™ POWERED BY HYLAND – FOR HUMAN RESOURCES

BUSINESS CHALLENGE

You're responsible for strategic priorities, such as effectively managing a 'ready now' workforce that drives organizational effectiveness and profitability. That's tough when are you are responsible for many tactical and administrative tasks that eat up your time. You lack the tools to automate the routine and repetitive steps of your HR processes, yet capital and IT investments for HR systems are challenging in the current business environment.

HOW THIS AFFECTS YOU

> You're spending time on administrative tasks that you could be using to focus on the 'human' in Human Resources.
> Your workflow processes have bottlenecks and delays that reduce your employee service level and allow your coworkers to use process 'short cuts' and 'workarounds.'
> You lack visibility to processes within your department that would enable you to proactively track, manage and report quantitative insights to Senior Management.

WHAT IF YOU COULD

> Streamline your HR processes and improve your employee service level while freeing time to spend on workforce management?
> See dashboards that provide real-time visibility into your HR processes, and use those metrics and data for powerful insights?

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

IRON MOUNTAIN® WORKFLOW AUTOMATION™ powered by Hyland – for Human Resources

With Workflow Automation powered by Hyland – for Human Resources you'll enable employees and internal business partners to participate in workflows that support the business. You'll be able to define the processes that others need to follow and automate the routing of documents to those who need to act on or respond to them, regardless of their location or desire to use mobile devices. You'll be able to automate escalation notices of delays in processes and documentation missing from employee files. You'll have centralized visibility providing the oversight you need with dashboards that arm you with data and metrics that deliver powerful insights — all without the need to rely on IT.

OnBase®
by Hyland

You'll also be able to remove tedious steps in a process, such as creating checklists and searching for missing documents. And you can automate the retrieval of documentation needed to support inquiries, audit requests and pending litigation.

When you use Workflow Automation powered by Hyland – for Human Resources, 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 center infrastructure 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.

Workflow Automation powered by Hyland – for Human Resources 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 Human Resources you'll gain the benefits of best-in-class technology, all for a predictable monthly subscription fee, avoiding capital investment and any need to burden your IT department. 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.

800.899.IRON | IRONMOUNTAIN.CA

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 centres, 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, please visit: **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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