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# Digital Document Management eAccess

## Your Total Information Management Portal

We call eAccess your virtual record center because it brings all your information, whether a scanned image, an inventory report or retention schedule, to your offices, whether you are in Los Angeles or Singapore. All this functionality with the security levels to insure that different user types access different levels of information, all over a completely safe and secure connection.



# What is eAccess?

## DIGITAL DOCUMENT MANAGEMENT

eAccess is the complete collection of GRM's digital solutions. Two of these solutions are eAccess Document and eAccess Media. Their names illustrate their specialties, one managing documents and the other dedicated to tape management. As you know, they are two totally different worlds with varying requirements. We have taken the time to design two different degrees of functionality to provide each type of user, hard copy or media, with one product to fulfill their requirements. Together, the combination of eAccess Document and eAccess Media cannot be replicated elsewhere in its sophistication.

One of newest additions to the eAccess family is its automated solutions. GRM has partnered with an industry leader, EVault, to offer automated back ups, disk to disk transfers and more. This three part system, eAccess Document, eAccess Media and eVault, provide the complete infrastructure you need to manage a complete high functioning Corporate Record Management Program.



# eAccess Document

## DIGITAL DOCUMENT MANAGEMENT

### INSTANT ACCESS TO YOUR VIRTUAL RECORD CENTER AND EVERYTHING DOCUMENT RELATED.

#### Individual Profiles

Not only do you have the ability to identify which account users can have access to as well as what functions they can perform, you can build individual user profiles around their needs. Each individual can have specific functionality and define how they would like their screen to appear when they log in. A financial user may require different fields from a Human Resource user. The system is intuitive. When each user logs in, his or her individual format will appear.

#### Order Placement

With eAccess Document, you can create orders, check the status of orders and change pre-scheduled orders. You can order empty containers and perform all of your daily functions. Because you are working with a live database, if a container is out, you know instantly. This is a real time application.

#### Activity

Each activity and transaction is captured with GRM's database, and with eAccess Document, you have the ability to view each one. You can view when an item, box, file or tape was delivered or returned, complete with date and time. You can even run activity reports. Media customers might want to check on all tapes that were delivered and not returned. Media is especially fragile and can affect your ultimate compliance. Maintaining control is now as simple as completing keystrokes.

#### Data Consistency and Templates

Reporting and effective information management output can be traced back to one key variable, the input of consistent information. Through eAccess Document, you can build data entry templates that allow users to only key the fields you have established. This creates a systematic approach to your records management and provides added control to your contingency program.

#### Compliance

eAccess Document is built for compliance and enforcement. Together with your compliance team, eAccess Document can be designed to enforce what you have established as corporate wide standards. Templates can be created, field name scan be adjusted to reflect your corporate records management program and reports can be created at any time.



# eAccess Document DIGITAL DOCUMENT MANAGEMENT

## Box, File and Image Relationships

### INSTANT ACCESS TO YOUR VIRTUAL RECORD CENTER AND EVERYTHING DOCUMENT RELATED.

eAccess Document will identify when a box has images associated with it or files listed within it. This lets you know immediately if a box has any children that can be delivered individually or perhaps are already on-site. If an image has been made, you can view the image on line with a click of the mouse. This system also insures the integrity of your system is followed and all the items remain with their parent.

## Reporting

With virtually limitless possibilities, eAccess Document provides all your reports on-line and ready to export in various formats. Some reports unique to eAccess Document include Financial Reports and Statistical Reports that not only give you information on your containers, files and media, but your entire program.

## Complete Connectivity Through API's

eAccess Document can provide complete connectivity to external applications through the use of API's (Application Programmer's Interface). Applications such as LegalKey and TMS systems for example, can submit information and eAccess Document can then import this information directly into its system. This direct connection automates your processes and creates a seamless transfer of information.

## Documents Online

GRM offers a complete web hosted document management solution. With GRM's One Click Capture, you can perform the imaging process, in-house, in seconds. You can scan your documents right into the system or you can drag an entire directory full of documents right from your desktop. You also have the option to have GRM come on-site to develop a complete imaging solution that ultimately brings all your critical documents on-line. Whatever option you choose, the documents are instantly available from our secure servers for viewing, printing or sharing. Point, click, and retrieve.



# eAccess Media

## DIGITAL DOCUMENT MANAGEMENT

INSTANT ACCESS TO YOUR VIRTUAL RECORD CENTER AND EVERYTHING MEDIA RELATED.

GRM took eAccess one step further and created eAccess Media specifically for the media user. This proprietary software solution will streamline your operation and is the only e-product we know of that is specifically designed for the media user. With the ability to merge robotic TMS systems with existing rotation schedules, manage orders, print reports and more, eAccess Media uses technology to protect your most critical data. GRM will notify you of what media still remain at your facility, have passed their expiration date or need to be returned. eAccess Media is the solution you have been looking for, and you will only find it at GRM.

### System Management

With eAccess Media you complete various system-wide functions to assist both the execution of your off-site pick up and delivery as well as your daily operations.

- print or export reports in various formats
- create various locations for delivery/pick up
- establish the applications, services and locations you will be backing up
- create rotation schedules using pre-established rotation logic
- import existing rotation schedules
- place orders
- view items scheduled for delivery and pick up

### Tape Management

eAccess Media gives you the ability to manage your media piece by piece.

- view tape history and status
- requestor
- date and time delivered
- location action took place
- server assignment
- retention schedule
- back-up schedule

### Manage Tape's Life Cycle

- number of times a tape has been written to
- maximum number of times the tape should be written to
- any specifications regarding this tape
- its rotation schedule
- when it is scheduled for use again
- its description
- date created
- next backup
- server assignment



# eAccess Media

## DIGITAL DOCUMENT MANAGEMENT

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### OFF-SITE PROTECTION WITH ON-SITE ACCESS

GRM is proud to introduce you to the virtual record center powered by eAccess. With the virtual record center you have everything you need off-site at your fingertips with a click of a button through GRM's exclusive eAccess. You can pull up images, manage tape rotations, view activity, establish sophisticated retention schedules, manage compliance enforcement and more, from your desk, virtually, on-line.

In today's world, technology can not only drive efficiency but more importantly can ensure you remain compliant with today's sophisticated legal statutes and regulations. With eAccess your virtual record center resides on your desktop. You can use this as a portal to your off-site inventory and ensure the consistency and best practices you have established in your Corporate Records Management Program have indeed been enforced by your staff as well as your partner, GRM. And as you know, because this is virtual, you can use eAccess 24 hours a day, seven days a week, according to your schedule, not ours. This is records management of the 21st Century.



# Automated Solutions Powered by eVault

## GRM Autoback Server

GRM AutoBack Server is a disk-to-disk-to-tape solution that cost-effectively backs up data from all computers distributed throughout an organization. This centralizes the backup and recovery process of all the computers distributed throughout an organization-local and remote. Tapes are then created of the remote office backups and taken off-site by GRM to remain protected in one of GRM's fortified vaults.

## GRM Protect

GRM Protect is a premier managed service for secure online backup and recovery. It backs up an entire organization's business-critical data to one of EVault's secure data centers. Safely off-site, the encrypted data is available online at all times for immediate, user-initiated recovery. GRM Protect works seamlessly in an organization's existing infrastructure with no additional hardware required.

## GRM Promail Exchange

GRM ProMail Exchange provides a cost effective service to monitor and archive email within Microsoft Exchange environments. As a completely Web-based managed service solution, GRM ProMail Exchange captures, monitors, and archives all email for organizations mandated to adhere to regulatory requirements.

## GRM Infostage

GRM InfoStage is online backup software utilizing advanced disk-to-disk technology for protecting an entire company's business-critical data. GRM InfoStage cost-effectively backs up data from all locations over the network to a remote or centralized storage server (or vault). Automated, disk-to-disk backup eliminates labor-intensive manual tasks, as well as the frequent error-prone results associated with traditional tape-based solutions.

## GRM Continuum

Working in concert with GRM InfoStage software or GRM Protect online backup and recovery service, GRM Continuum provides high-availability data protection to those business-critical applications and file servers which cannot tolerate downtime. With virtually instantaneous snapshots of critical data volumes, as well as high-speed rollbacks and off-site replication, GRM Continuum guards against data loss and extended site outages.