

# Universal Document

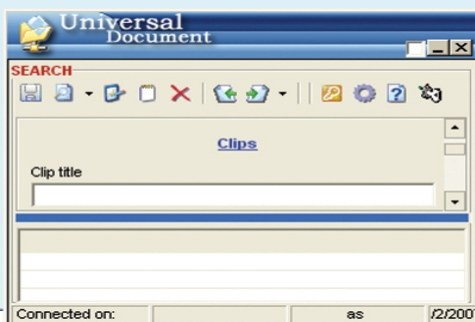
**Document Imaging made easy. Document Imaging Solution for Small and Medium Enterprises. The easy-to-implement and use package, with common document store and Online backup solution to central secure server.**

## Document Imaging solution for SME:

- Easy setup
- Wizard-driven configuration
- Technical telephonic support
- Easy user interfaces
- Expansion capability to Enterprise Imaging
  
- Supports flatbed scanners and multi-functional devices
- Included entry-level industrial-strength scanner
- Supports black / white and colour scanning
- Supports the storage of any other file types (Word, Excel, Power Point, PDF, etc.)
  
- Configurable document classification
- Multiple-user simultaneous access to the documents
- Easy-to-use search and retrieve facility
- Direct e-Mail integration
- Document security via user-access restrictions

## Efficient & Reliable protection of user data through:

- automated and centralized back up and archival
- easy and quick recovery
- extensive centralized control and reporting on all backup and recovery activity
- reduced infrastructure utilization and optimization of bandwidth and storage
  
- Remote Internet access to backed-up documents
- Secure environment and server-side backups
- Internet retrieval from anywhere in the World
- Information is Power, access to your information – any time, anywhere!



## FAIS

The Financial and Intermediary Services Act 37 of 2002 (FAIS) requires any person / company that renders financial services to keep a wide range of records for a minimum of five years. This ranges from known premature cancellations to the basis on which any advice was given. It also includes advice given to people who never actually became clients.

The five years are counted from the maturity date of the policy, which could mean that the documentation must be kept for up to 55 years.

## Document Management

A document management system (DMS) is a computer system (or set of computer programs) used to track and store electronic documents and/or images of paper documents. The term has some overlap with the concepts of Content Management Systems and is often viewed as a component of Enterprise Content Management Systems and related to Digital Asset Management, Document imaging, Workflow systems and Records Management systems.

[http://en.wikipedia.org/wiki/Document\\_management\\_system](http://en.wikipedia.org/wiki/Document_management_system)

## Secure Data

SecureData Content (SDC) is a leading developer and supplier of knowledge management solutions including document management, forms processing, record management and workflow.

Liberty Life, in partnership with SDC, has a unique offer to its brokers regarding their document imaging, storage and backup requirements.

The aim of this partnership is to provide you, the intermediary, with an easy-to-use, scalable document imaging and management solution, to ensure the Financial Act compliancy by utilizing cutting-edge technology.

## Universal Document

"Universal Document" is a suit of document imaging and management software applications offering you secure storage, retrieval management, backup, remote access and distribution of electronic files. This solution is capable of storing scanned documents, video, audio or any other electronic files valued by the company.

This easy-to-use solution is designed to fulfil the requirement of the company with a need to digitize documentation, but with limited resources to deploy enterprise imaging solution and technical expertise within the company.

## Cibecs

Cibecs Continuity provides scalable, enterprise-wide data protection and recovery. By implementing Cibecs Continuity you will reduce the cost and complexity of managing, protecting, archiving, migrating and recovering data residing on desktop PC's, notebooks and file servers.

Powered by Cibecs, this solution allows remote silent backup of the information, so the electronic documents are also stored off-site on our secure servers. Furthermore, Cibecs can also be utilized to backup other valuable information on your computer, such as e-Mail or computer profiles.

The combination of these packages, not only allows secure storage and off-site backup, but also the access to your information from remote location via the internet.

**Are you in control of Your Business Information?**

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