SOFTOLOGY

Focus on Disaster Recovery

80% of all companies that suffer fire, floods or any other catastrophic event cease trading within 1 year, and nearly half never open their doors again. Consequently, Disaster Recovery and Business Continuity Planning are business necessities that no organisation can afford to ignore.

While many companies have some sort of disaster recovery in place for electronic business data, an overwhelming majority have not taken similar precautions to protect their other critical documents. The problem lies in the fact that even today, a high proportion of vital business information is still held in hard-copy format, leaving valuable paperwork such as contracts, sales orders and legal documents at a severe risk of being lost forever.

Implementing the correct Electronic Document Management system is an integral part of any organisations' disaster recovery model. By converting vulnerable paper documents into electronic copies, you are able protect these hard copy assets and help to ensure business continuity.

Electronically storing all documents protects your companies' knowledge when disaster occurs: i.e. the loss of paper files due to fire or flood. In addition, one of the inherent benefits of an electronic document archive is that a copy of it can easily be created and

stored off-site for further security – so even in the worst possible scenario, full access to your documents can be achieved in less than 24 hours.

Softology's Document Management, **Softology DM**, is a generic Electronic Document Management Solution that can be used enterprise wide to capture, store and manage both your paper and computer-generated documents into a secure central archive.

No EDM system will be acceptable unless the security and confidentiality of the documents can be preserved and monitored. **Softology DM** offers many security modes and permissions and also protects the documents from unauthorised access from outside of the application by holding the documents in a secure manner on the server.

We have developed the software in consideration of the current British Standard document **BSI BIP 0008** that relates to 'Legal Admissibility and Evidential Weight of Information Stored Electronically'. Consequently **Softology DM** can be deployed where documents are the sole legal version.

The high return on investment for this benefit is not only measured in pounds and pence, but also in peace of mind.