



Easy RM™ Solutions Records Management that Works the Way You Do



The legacy of Records Management (RM) systems is one where RM solutions have traditionally been designed for dedicated compliance officers rather than content creators, deployed in a standalone environment that is disconnected from corporate collaboration and ECM systems. This duplication of effort - moving documents from ECM to RM systems and back again - adds tremendous cost and complexity to the management of information within the enterprise and leads to the increased probability of non-compliance from errors during this process.

At the same time, the requirements to comply with an ever-increasing number of regulations and oversight from a growing number of regulatory agencies has made this job more critical than ever. Ultimately, any solution must be delivered in a cost-effective manner appropriate for today's budget realities.

Zia provides Easy Records Management (Easy RM) Solutions that work the way you do, connecting those who are creating content with the compliance process. Easy RM incorporates the tools you use on a daily basis, reducing barriers to implementation and widespread usage. Whether it's "in-process" records management, automated declarations of records, or intelligent rules for file plans, our Easy RM solutions simultaneously increase productivity and compliance. Additionally, Easy RM Solutions are built on a single DoD5015.02 certified Content Hub for document and records management, reducing duplication and wrong version usage.

PRINCIPLES of EASY RM SOLUTIONS INCLUDE:

- "In Process Records Management
- Automated Declaration of Records
- Intelligent Rule-Based File Plan
- Single DM/RM Repository - DoD5015.02 Certified
- Mobile Records Management with Alfresco Mobile and Mobile Workdesk
- Microsoft Office Integration for Microsoft Outlook and hosted email
- Application Integration to ERP, CRM, and more
- RM Anywhere with On-Premise, Cloud, and Hybrid Solutions

WHY ZIA CONSULTING?

We provide business solutions that work for your enterprise and the way you work today. We are information consultants that help you capture your content, manage your content, and deliver your content wherever you are and wherever you need it to be. We leverage open standards, open platforms and SaaS where appropriate to provide you with the right solution at the right price, every time.

EASY RM SOLUTIONS ARE BUILT FOR:

- Financial Services
- Public Sector - from Central to Local Government
- Other Regulated Industries - Energy, Pharmaceuticals, and more
- Tax, Legal, Corporate Finance
- Operations, Compliance, Records Officers



ZIA and ALFRESCO

Alfresco is how great businesses share, organize and protect their content. More than 7 million people in over 180 countries use Alfresco to collaborate and manage over 4 billion files worldwide. Whether on the go or in the office, Alfresco empowers today's teams to do great work.

As an Alfresco Platinum Partner and Alfresco's largest reseller, Zia has helped companies from small enterprises to the largest of the Fortune 100 companies, across both the public and private sector, to leverage Alfresco to create next-generation content management solutions.



Easy RM™ Solutions

Records Management that Works the Way You Do

When your records management tools fit into the daily work habits of employees, you can reduce barriers to adoption, reduce duplication of efforts and errors with one central repository, increase productivity with automated processes, and keep control of your data by reducing use of external tools.

In addition, Easy RM Solutions provide traditional RM functionality such as:

- Capture of Records
- Management of Records
- eDiscovery
- Access Control
- Disposition of Records

ZIA CONTENT ANYWHERE SOLUTIONS:

Enterprise Mobile Solutions

- Mobile ECM
- Mobile Content Applications
- Mobile Case Management
- Mobile Capture

Cloud Services

- Alfresco / Ephesoft Cloud
- Zia Managed Cloud
- AWS Solutions
- Hybrid Cloud with Alfresco One
- Zia MTNow for Private Cloud / Data Center