



## Document Management Case Study

### **Institutional Investment Management Firm**

Company Overview: AMI's customer is a privately-held company primarily engaged in **managing institutional investment portfolios** (i.e. endowments, pension funds, etc.) with about \$1 billion under management.

Initial System Usage: The firm has been using the electronic document management solution (EDMS) implemented by AMI since April 2002. They originally implemented EDMS as a **disaster recovery** solution. The Securities and Exchange Commission (SEC) became more focused on this aspect of their business after the events of September 11<sup>th</sup>, 2001. They now are able to store their documents on their main file server. This is backed up every night and the backups are stored offsite.

Current System Use in 2006: The investment firm scans paper documents with a Canon DR-3060 digital document scanner. The EDMS also monitors all incoming and outgoing e-mails and stores a copy of each one. On a monthly basis, e-mails are transferred onto DVDs for long-term storage. All electronic documents are stored as Tiffs or PDFs. The firm's EDMS has also greatly simplified **audits**. Before they had their EDMS, individual documents would need to be manually retrieved from file cabinets or other storage areas and manually copied to provide to auditors. Now these same documents are quickly retrieved and provided to auditors electronically, either by granting them temporary access to the firm's EDMS, or by copying the requested documents to CD or DVD. Another major benefit for the firm is use of the system for **reports**. Every morning, portfolio managers store e-mails and attached documents summarizing the previous day's investment activities into their EDMS.

Summary: The principals of the firm are happy with the system. Some of their comments: "This system is **critical to our business.**" "... a **huge time and cost savings.**" "... **very much part of our daily work.**"

About AMI Imaging Systems: AMI has been serving customers and solving business problems since 1982. We are an industry leader specializing in Document Management Technology and Workflow and Process Automation. AMI's customer base includes both large and small customers. We are dedicated to serving customers with a full understanding of their business needs.

