

DISASTER RECOVERY EMERGENCY KIT

A Three-Step Plan to
Safeguarding Your Data

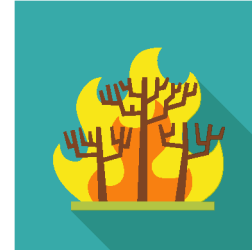
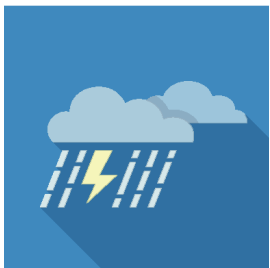


WHY SHOULD YOU HAVE A DISASTER RECOVERY PLAN IN PLACE?

How likely is it that your business will experience a natural disaster, and if you do, how likely are you to recover? According to NFIB, [30% of small businesses will experience a natural disaster](#) at some point. What comes next is even more frightening:

Of the businesses that experience major data loss, [70% of them](#) are out of business within a year!

What does this mean for your small or large business? It means that you've got to have a plan in place, so that you'll be ready if disaster strikes!



Imagine the worst case scenario. Depending on where you live, you might be imagining a hurricane, a tornado, a wild fire, or another unexpected disaster.

Despite our hurricane shutters and best intentions, sometimes the infrastructure of our city block fails. What then? Does your business have a plan for recovering data and documents? Will you be able to keep your business processes cranking, even if from a remote location?

These are all questions that must be considered. Luckily, a [Document Management System](#) can help you address all of these concerns.

WHAT IS DISASTER RECOVERY?

Simply put, disaster recovery is "the ability of an infrastructure to restart operations after a disaster."

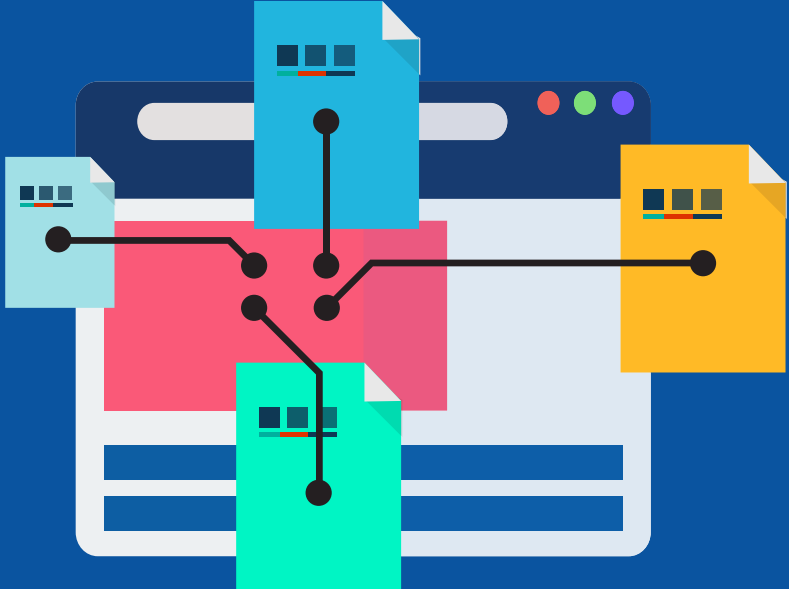
This involves:

- Preventing the loss of data and documents
- Resuming typical business operations as soon as possible

There are some simple ways to prepare your business for the unexpected, all of which can be provided by a [Document Management](#) and [Process Automation Platform](#). What's the key to getting back on your feet ASAP?

It's a combination of these three things:

- **Have a backup plan**
- **Automate your workflows**
- **Enable mobile access**



**TALK TO AN EXPERT TO LEARN
HOW AUTOMATION CAN HELP
YOUR ORGANIZATION**

SCHEDULE A MEETING

1. HAVE A BACKUP PLAN

You've seen the stats. **Almost 1/3 of small businesses will experience a natural disaster!** You've got to have some kind of a backup plan. And when we say "backup," we mean, you've got to *back up* your documents and data. This doesn't mean manually making copies of each page in your file room and storing them all in a second offsite file room. No, it means **keeping digital copies of your documents and data**, so they won't be lost, even if your physical office building is damaged.



**30% of Small
Businesses
Experience a
Natural Disaster**



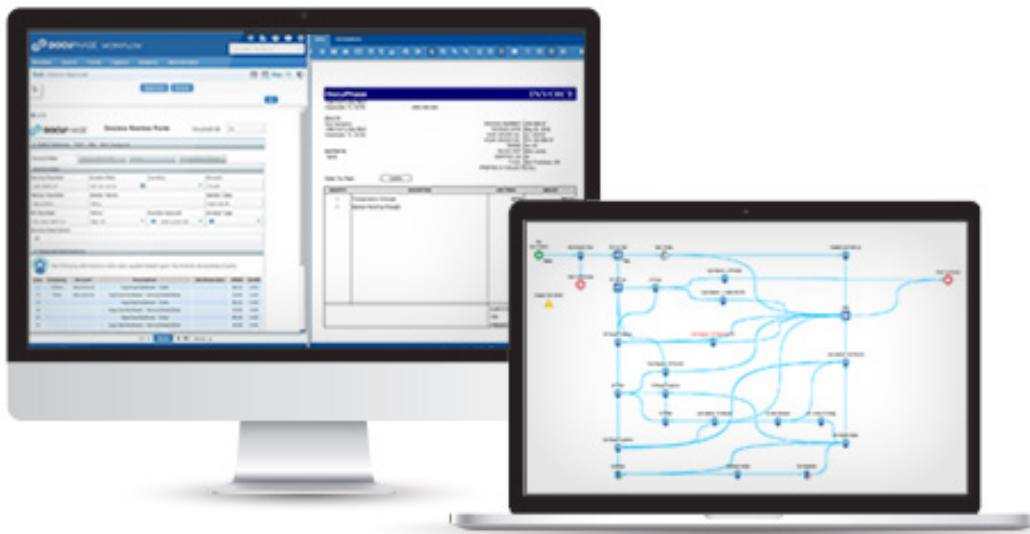
How does this actually work?

It's pretty simple. You'll store your electronic documents in the cloud, which means they'll be hosted at a secure facility. Even if disaster strikes your area, your documents will be safe. The alternative is hosting the documents on your own server, locally, while keeping backups of the data at a remote facility. Either way, your data and documents will be protected from the elements, should disaster strike.

2. AUTOMATE YOUR WORKFLOWS

Workflow automation can help you keep your tasks and processes moving, even if your staff has to evacuate temporarily. That's because many of the steps in your processes can be *automated*. **Software robots don't take vacations, and they don't evacuate.** They keep on humming along, no matter what's going on in your city.

As for tasks that can't be automated, they'll be waiting in your team's work queues when they return to work. No processes get abandoned. No loose ends are left dangling. Everything gets done, even if there are some unavoidable delays.



Use a workflow automation platform to keep your processes moving.

LEARN MORE



3. ENABLE MOBILE ACCESS

In the best case scenario, your team is able to relocate to a safe area with an internet connection. It's a good idea to designate this location beforehand, as part of your disaster recovery plan.



Once your team is safe and sound, this is when a process automation and document management system work to help your team continue to conduct business as usual. You see, even if your team isn't at work – even if they're out of the city, or even out of the state – they'll be able to access the data, docu-

ments, and other work items that they need, all online. Mobile access will allow your staff to keep business processes moving from a safe, secure location.



ALWAYS BE PREPARED

If your business has these three bases covered, you're more likely to be one of the 30% of business that *survive* the first year after a natural disaster strikes.

It's always a good decision to be prepared for the unexpected. Request a meeting with one of our business consultants to learn how you can be prepared for an unfortunate event like a natural disaster.



WE'VE GOT YOU COVERED

With DocuPhase, you can prepare your business for the unexpected.

- Unlike ink and paper, your digital documents will be safe in a natural disaster.
- Software robots don't need to evacuate. They keep your processes moving while your human team stays safe and sound.
- A process automation and document management system can help your team continue to conduct business as usual.
- Mobile access will allow your staff to stay connected, no matter where they are.
- Be one of the 30% of business that survives the first year after a natural disaster strikes.



Your Platform for Enterprise Automation



Process Automation

Take control of your business processes with our process modeling tool



Document Management

Go paperless and increase efficiency with Document Management software



Web Forms

Collect information externally and connect your company internally



Data Capture

Efficiently and easily convert the data needed to power your business processes



System Integration

Integrate with your existing systems to keep your data accurate and up to date

WHICH MISSION CRITICAL PROCESSES WILL YOU AUTOMATE?

Approval Processes

AR/AP/Billing

Purchase Request/PO Generation

Invoice Approval Processing

Case Management and Escalation

Credit and Collections

Expense Report Processing

Travel Request and Approvals

Auditing/Compliance

Automated Data Collection & Entry

Website Interaction Robots

Recruiting and Selection

Employee File Management

HR Onboarding/Application Processing

Certification Validation/Enforcement

Performance Review

Title and Loan Processing

Enrollment

Application Review

Underwriting

Funding

Claims Processing

On-Site Inspection/Data Collection

New Patient Enrollment

Patient Record Management

Medicaid/Medicare Billing

Contracts Management

Knowledge Base Management

Training & Licensing Processing

Certification Renewal Processing

Status and Information Change Processing

Custom Design/Engineering Review

Customer Service

Order Processing and Fulfillment

Support Case Escalations

Client/Vendor Self-Service

Customer Success Dashboards

Project Management

Portals



TALK TO AN EXPERT TO LEARN HOW AUTOMATION CAN HELP YOUR ORGANIZATION PREPARE

[SCHEDULE A MEETING](#)

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