



Take Control of Your Data

Consolidation & Migration Strategies

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CINTAS®

Agenda – Discussion Points

- Background
- Baseline Definitions
- Reasons for Change / Challenges / Value
- Critical Decisions
- Steps Supporting a Successful Conversion
- Q & A

Baseline Definitions

- **Integrated Document Management** is a collection of technologies, architectures, and services aimed at applying the value of information in documents to business practices. IDM is concerned with managing the lifecycle of electronic documents, including facilities for managing repositories distributed within an organization as a shared resource.
- **Document Imaging** is a method of capturing information for the purposes of providing simultaneous access to documents; enhanced document distribution to multiple geographic areas; speedier access to documents; reductions in misfiled, unavailable, or lost documents; enhanced document legibility; enhanced document security; and improved audit trails.
- **Workflow Management** is concerned with the ad hoc or structured flow, routing, queuing, and management of information. An integral part to Workflow is the automation of procedures where documents, information, or tasks are passed between participants to a defined set or rules to achieve, or contribute to, an overall business goal.

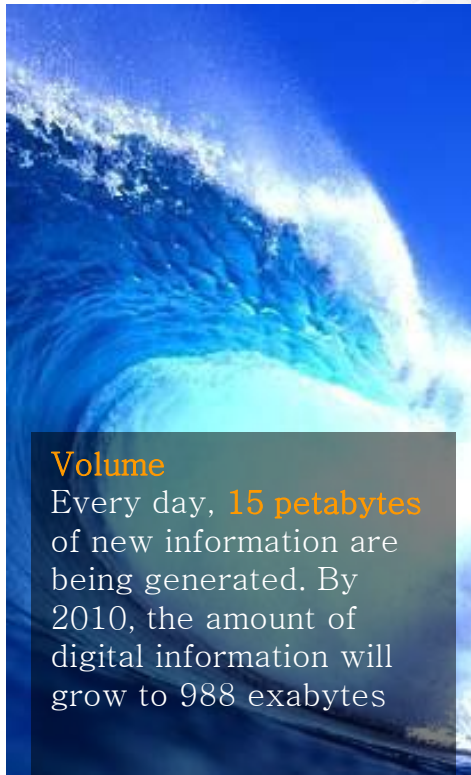
Baseline Definitions

- In many situations, these terms are often used interchangeably depending on one's background, experience and history within the Integrated Document Management Domain.
- A **Migration** is the movement of information/data/images from one media format to another media format without any changes to the image or data elements as referenced by the original EDMS system.
- A **Conversion** is the movement of information/data/images from one EDMS system to another EDMS system. This typically involves translation/normalization of metadata, image format modifications and annotation data while leveraging the existing storage solution on the receiving EDMS system.
- A **Consolidation** is the combination of both Migration and Conversion from several independent EDMS solutions into one common platform and storage format. Additionally, this type of effort allows for the opportunity to upgrade and/or change storage sub-system/media solutions.

Information Explosion

Regulations

70% say Regulations drive up storage demands, businesses realizing they **must** classify, manage, delete data – not just keep adding storage



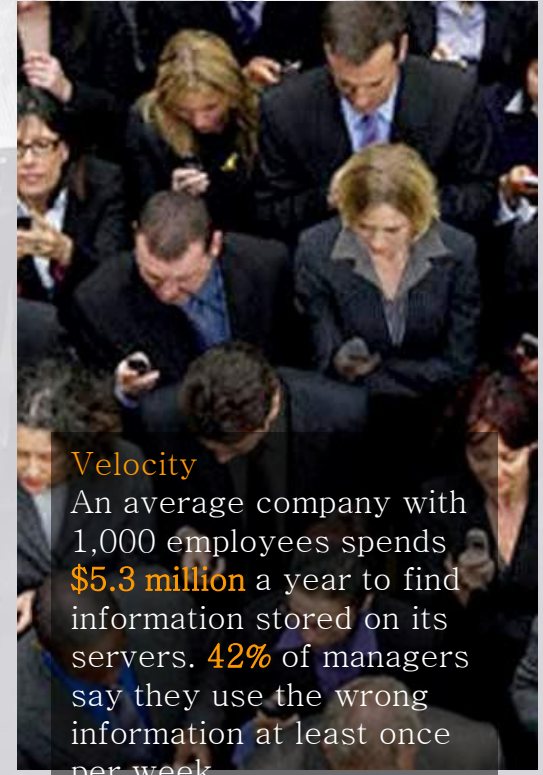
Volume

Every day, **15 petabytes** of new information are being generated. By 2010, the amount of digital information will grow to 988 exabytes



Variety

80% of new data growth is unstructured content, generated largely by email, with increasing contribution by documents, images, and video and audio.



Velocity

An average company with 1,000 employees spends **\$5.3 million** a year to find information stored on its servers. **42%** of managers say they use the wrong information at least once per week.

Primary Challenges

Managing Data



Geography

Isolation



Knowledge



History



Budget



Reasons for Change

- IT system consolidations of “like” platforms
- Acquisitions & Growth – New Management
- Lines of Business Integration – Synergy



Redundancy

Reasons for Change

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- Performance and Service Improvements
- Reduction in on-going Maintenance Costs



Redundancy

TCO

Reasons for Change

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- Compliance, Records Retention Policies, Controls
- Aging equipment and loss of knowledgebase (resources)



Redundancy

TCO

Legal

Value Offering

- Reduction in Administrative Expenses & FTE
- Economies of scale for hardware, software, equipment, and facilities: Lower TCO

IT

Value Offering

- Reduction in Administrative Expenses & FTE
- Economies of scale for hardware, software, equipment, and facilities: Lower TCO
- Standardization and consistency of processes
- Improved controls and workload management across company

Value Offering

The background of the slide features a faded image of Cintas service vans and staff members. One van in the foreground has the slogan "1ST. 3RD. 4TH. PEOPLE." on its side. A staff member in a white uniform stands in the center, holding a tablet. Another staff member is visible to the right. A white Cintas bag sits on the ground in the lower center. The overall scene is set in an outdoor parking area with a building and an American flag in the background.

- Reduction in Administrative Expenses & FTE
- Economies of scale for hardware, software, equipment, and facilities: Lower TCO
- Standardization and consistency of processes
- Improved controls and workload management across company
- Improved responsiveness to customer inquiries
- Enabling all documents to be available to anyone, anywhere, anytime
- Reduced risk of "lost" data and/or objects
Compliance & Legal

IT

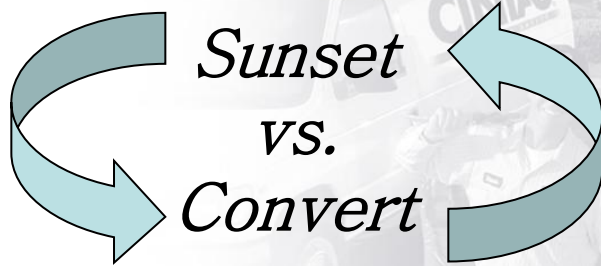
Business

Customer
Service

Four Critical Decisions



Four Critical Decisions



Four Critical Decisions

Sunset
vs.
Convert

All Data
vs.
Subset of Data

Federate
vs.
Consolidate



Four Critical Decisions

Sunset
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All Data
vs.
Subset of Data

Backfile
vs.
Scan-On-Demand



Steps for a Successful Conversion

Data Review & Analysis Mapping Rules Logic

- Client Interviews
- On-Site Review
- Useful Life of Data
- Retention Policies
- Data Anomalies

Goal: One needs to understand what a client has, why they have it and what they need to keep.



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Image Extraction Metadata Cleansing

- Determine appropriate method to extract objects
- Point-in-Time with GAP vs. One-Time effort
- On-Site/Off-Site/Off-Hours
- Metadata Normalization

Goal: Minimize impact to end-user community while delivering a timely conversion effort.

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Conversion / Delivery System Retirement

- Image Conversion & Standardization
- Quality Control Checks
- Robust Balancing
- Finalization / Delivery
- System Retirement

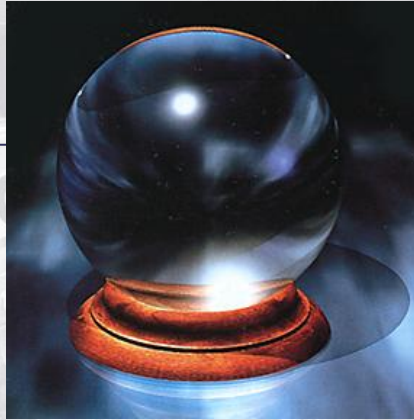
Goal: Deliver complete and accurate information allowing client to comfortably retire Repository.

Cintas Service Offerings

Document Shredding
Document Storage
Document Scanning
Scan-On-Demand
Image/Data Conversions
Image Hosting via InfoPort



CINTAS®



Q & A

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