Distribution logistics just got easier

| SNL DISTRIBUTION SERVICES CORPORATION

SNL Distribution Services Corporation is a leader in the shipping and distribution industry. In operation since 1991, SNL Distribution now has over 500 drivers providing fast and reliable delivery for such notable companies as McDonald's®, Publix®, Sunbeam® and Wendy's®. Specializing in the delivery of perishable food products, SNL Distribution prides itself on timely and safe delivery of their clients' products.

Vital to the success of SNL Distribution is their relationship to their drivers and staff. Maintaining a positive and safe work environment requires careful management of personnel files, training documents, incident reports and other Human Resources documents. Like many other companies, SNL Distribution endured the high costs associated with the cumbersome management of far too much paper. Already managing 16 (five-drawer) file cabinets filled with current and former employee records, the HR staff was adding another 100 or more documents per day.

As SNL Distribution was evaluating the weaknesses of their paper file system (paper and copying costs, storage costs, wasted time filing and finding documents, extra expense to maintaining security and confidentiality), they were shocked into action by events occurring in their back yard. In April, 2011 a series of tornados had struck nearby businesses and SNL Distribution was able to witness – up close – the weakness of paper files and the devastating consequences of a natural disaster on the ability of a business to maintain operations. If employees' private information was spread by the four winds into the hands of identity thieves, SNL Distribution could be liable. In addition, if their HR and other corporate documents were completely lost it could completely shut down their business as the tornados had done to some of their neighbors. SNL Distribution knew they needed a better system for document storage, security and backup, so they turned to MaxxVault.

The MaxxVault team worked with SNL Distribution to implement an electronic document management system (EDMS) which would not only save them

BENEFITS REALIZED:

- Disaster protection and recovery
- Document security
- Cost savings
- More efficient workers
- Easier compliance with privacy and document retention laws
- Full system and user auditing
- Faster document retrieval
- Improved employee management

money, but secure their corporate knowledge from catastrophic loss. The first task was to eliminate the unnecessary printing of documents. Rather than create a paper copy of an electronic form, documents that need to be preserved in a driver's file are instead "printed" directly to MaxxVault as a PDF document. When "printing" to MaxxVault, the user is able to choose into which folder to store the document and is also prompted to enter the index information used to identify and retrieve the document. To capture those documents that arrive as paper (and to import the existing paper files), SNL Distribution uses Sharp® OSA-enabled multi-function peripherals (MFP) to scan. As with the "Print to MaxxVault" option, employees can index the document and select where to store them right at the control panel of the MFP.

MaxxVault's easy capture, simple to understand interface and customizable searches now make finding documents extremely easy. As well, the documents – and SNL Distribution – are more secure than ever. With control of over 50 different user privileges, administrators can make sure that those who do have access to the files only have access to those folders, documents and features they need. Gone are the days of file cabinets left accidentally unlocked or documents left unsecured on a desk or copy machine. And behind the security features are the MaxxVault audit logs which monitor user and system activity. If there is ever a question about the integrity of a file or the actions of a system user, either can quickly be audited to reveal its history.

And what about tornados and other natural disasters? With the conversion to electronic documents, SNL Distribution is able to run data back-ups daily. The data and documents are stored to external drives which are taken to other locations for storage, guaranteeing that a disaster at any one site will not cripple their business.

"I am 100% satisfied with the MaxxVault System," exclaims Shawn C. Zerges, SNL's Director of Information Technology. "The security, audit trails and records management tools for archiving older records has made it much easier to abide by regulations for privacy and the maintenance of corporate records." Having used the MaxxVault system for 7 months Mr. Zerges anticipates that it will pay for itself before it is a year old. "The team that supplied the sales and support are professionals that took care of any and all of my needs without question. I would recommend MaxxVault without reservation to anyone looking to increase their office productivity. We are already planning to expand our use of the system into the accounting department and really take advantage of the workflow tools for more efficient payment processing."