

# DIGITAL DOCUMENT DELIVERY

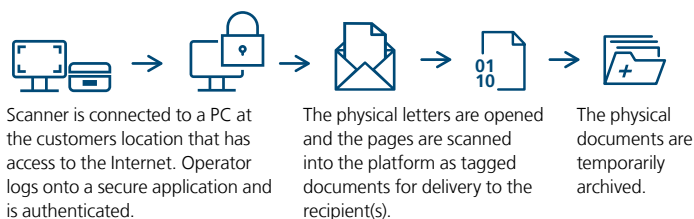
## OUR CRISIS MANAGEMENT SOLUTION SUPPORTS YOUR BUSINESS CONTINUITY

In responding to the needs of our customers undergoing global, crisis-driven operational challenges, we have created a simple digital document delivery service that can be delivered within seven days. The service is built on our existing, highly secure document processing and document archiving platforms that are already in production servicing hundreds of customers each day.

### What's included

- A scanner or scanners are connected to a workstation within the customer's environment and an online application is used to scan and deliver the documents.
- Easy to use, browser based authentication and workflow with no need for software installation on the customer's environment.
- Users view new and active documents, add comments, and forward documents to other users.
- The service has already been fully tested to meet IT security and compliance requirements and all actions are maintained in an audit trail.

### How it works



### Why choose SPS

- Chosen by the most demanding public sector and private sector organisations
- Proven track record in document management
- Experienced at handling the most commercially and personally sensitive data
- Exceptionally high standards of security and staff vetting
- Access to the most innovative technologies including Intelligent Automation
- Swiss attention to detail

### Digital Document Delivery in Action

During the restrictions on business operations imposed in 2020, an existing Global Insurance client faced a challenge getting incoming mail delivered to addressees. In under three weeks, SPS implemented a digital document management solution, providing 1,700 users at the client's global headquarters with secure online access to approximately 300 scanned items per day.

### Client benefits

- fast roll out**  
The solution can be deployed in as little as 7 days
- 24/7 access**  
Employees are able to access incoming mail 24/7 from anywhere — mobile or desktop
- secure and compliant**  
Service delivered in SPS secure certified environment including storage and destruction. Our staff have BPSS and SC Government clearance. Authorised for Local Authority and Government
- reporting**  
Detailed management information with visibility of costs and transactional pricing. Provides a full audit trail.

