



Information Management: Leveraging Corporate Knowledge



Documents: Corporate Facts

- Organizations spend 5% - 15% of their gross revenues on handling documents
- 90% of mission-critical information is document based
- We spend 60% of our time at work creating documents
- The average worker spends 40% of their time searching for information contained in documents.
- Many companies use paper files as their main source of document information
- Business Continuity and Disaster Recovery are significantly compromised by the existence of vital paper documents.

Document information is the core source of corporate knowledge, but generally the security & organization of this information is haphazard at best. Corporate information sources include electronic and paper records, access to externally sources information on hard copy and electronic form and internal databases and transaction processing systems.

Quite frankly, this can be a nightmare to manage—and consequently most organization often leave it up to the individual to manage their own information resources, which in most cases covers a plethora of file folders, e-mails, and paper files - with much duplication of information & effort and consequential exposure to loss of critical information.

TBS has the people, the partners, the knowledge, experience & tools to help you organize and secure your corporate information.

Come and hear more about our proven approach, and how we can help to migrate your documents to an electronic information repository.

You will learn from TBS and our international partners: **Image Architects, Kofax, and Bell & Howell.**

AND - we will take you through a live demo of our processes and systems to illustrate the ease and efficiency of the technology.

The event will be held at Elbow Beach on October 3, 2006 commencing at 9:00am

You are invited to join us for the morning, and please extend this invitation to your interested knowledge workers in your organization.

Space is limited so please confirm your attendance to:

Keisha Clarke at 278-6018 or via email at kclarke@tbs.bm as soon as possible, and no later than September 29th

A G E N D A

9:00 am	-	10:30 am	Keynote Address – What is Information Management?
			<ul style="list-style-type: none"> • TBS • Image Architects • Bell & Howell • Kofax
10:30 am	-	10:45 am	Coffee and Networking Break
10:45 am	-	12:30pm	Demo: Creating an Electronic Information Repository
12:30 pm	-		Question & Answers
2:00 pm	-	5:00 pm	Arrange Custom Demos

We look forward to seeing you there!!