



In today's fast-paced global business environment, handling paper and managing electronically-stored information (emails, faxes, spreadsheets, etc.) are two bottlenecks that an organization can no longer afford. With legislation such as the Health Insurance Portability and Accountability Act (HIPAA), the Gramm-Leach-Bliley Act (GLBA), and Sarbanes-Oxley (SOX), plus the skyrocketing costs of electronic discovery, these are no longer merely a drain on an organization's productivity; they can be financially devastating if not properly managed.

## DocumentLOK™

**Maximum Protection for  
Documents and Unstructured Data**

### ***Integrate With Existing Applications***

DocumentLOK™ can integrate with virtually any Windows® or web-based application, allowing an organization to maximize the use of its current business systems and leverage existing technology investments to their fullest extent.

Bull Valley's hyper-flexible bvINTEGRATOR™ tool seamlessly links DocumentLOK™ with existing business systems to provide immediate, single-click access to scanned documents and other electronically-stored information — without ever having to exit the source application.

### ***Reinforce Regulatory Compliance Initiatives***

Multiple new laws and regulations are causing organizations to become mired in compliance issues, sapping valuable productivity from already-strained systems. DocumentLOK™ gives organizations the tools they need to ensure the integrity and confidentiality of their documents, while maintaining accessibility for those with proper security permissions.

### ***Reduce Legal Exposures and eDiscovery Costs***

Unstructured data stored in unmanaged repositories across multiple platforms with no documentation of their contents and no cohesive policy for retention or destruction. In addition to the countless legal exposures that may exist in this scenario, the electronic discovery costs arising from one lawsuit could bankrupt the organization. Yet this is precisely the state of email and document storage for most businesses today.

DocumentLOK™ is an integral part of an organization's policy for managing its unstructured data. By committing all email messages, faxes, scanned documents, and electronic files to one centralized and catalogued repository, an organization is able to control its content — fully aware of what data exists, where it is stored, and when it should be purged — thus mitigating potential legal exposures and reducing discovery costs in the unfortunate event of litigation.

*“With DocumentLOK™,  
we finally have confidence  
in the storage and indexing  
of our documents and  
unstructured data.”*

### ***Boost Staff Productivity***

A centralized document repository means that all of an organization's documents, unstructured data, and electronic files are always in the proper place at all times. Scanned documents, emails, and faxes are retrieved with a single mouse click, refocusing valuable staff time towards income-producing tasks instead of chasing paper.

### ***Reduce Costs***

Documents and files stored within DocumentLOK™ can be sent to an organization's email or network faxing software, or directly to another staff member's inbox with a single mouse click, virtually eliminating photocopy, postage, and courier expenses.

*“We saw a 75% reduction in document distribution costs our first year after implementation.”*

## **Bull Valley Software**

### **At-A-Glance**

Bull Valley Software, Inc. is a premier provider of Document Management (DM), Enterprise Content Management (ECM), I.T. Infrastructure Library (ITIL®) and regulatory compliance solutions. By integrating with virtually any Windows® or web-based application, DocumentLOK™ maximizes your existing technology assets by providing immediate, single-click access to all of your electronic documents and files from within your primary business applications. Recognized as one of the most comprehensive solutions offered today, DocumentLOK™ combines secure document management, compliance management, and workflow management in one enterprise application, giving you the power and flexibility to adapt to the ever-changing regulatory and technological landscape of today's global business environment.

### ***Improve Customer Service***

With all scanned documents and electronically-stored information in one centralized and indexed repository, an organization can respond to customer service needs instantly — without having to “find the file”, chase paper, or scour the network for a saved file. By emailing or faxing directly out of DocumentLOK™, critical documents can be securely in the client's hands before the telephone call has ended.

### ***Enhance Disaster Recovery***

Network backups can only do so much. In order to be included, the network must know where to find the electronic files — which can be problematic when files are stored in disparate locations, including multiple local workstation hard drives. And, it is physically impossible for a network backup to include physical records or paper files. By including DocumentLOK™ in its overall disaster recovery plan, an organization is protected on all fronts. All documents and unstructured data are stored in one centralized and indexed repository, and there are no more paper files left to lose.

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