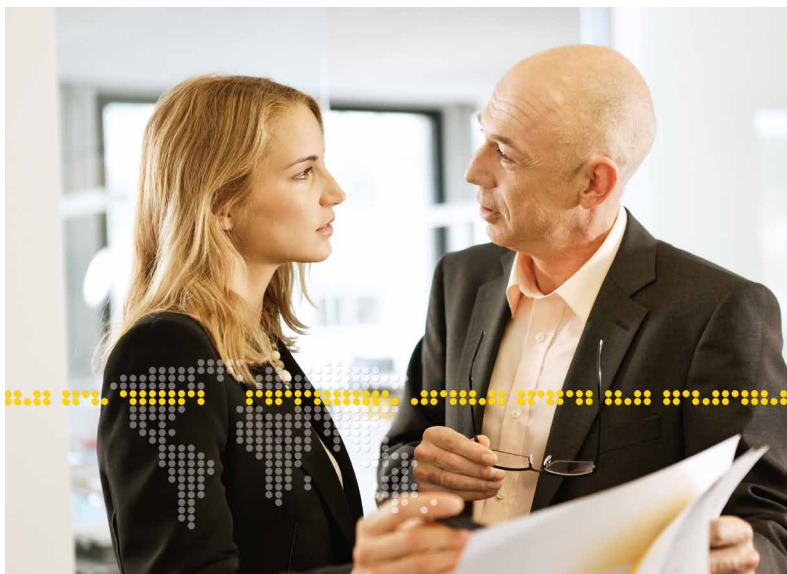


uFile – Swiss Post Solutions' Unique Archive Management Solution



We designed and developed uFile, a records management solution, to pro-actively control the movement of both live and archived records and files.

uFile provides full transparency throughout the records management lifecycle, providing detailed management information that exceeds all control and compliance requirements.

With uFile implemented to manage archive document services, management of industry regulations such as the Sarbanes Oxley Act can be controlled within a single management structure. It is now vital that organisations have sufficient controls in place in respect of their records management activities, including retention periods and access rights once documents are archived.

We are strategically positioned across all relevant service lines to offer best practice and work with clients to ensure total compliance by:

- Having sufficient processes and controls in place that enable all key decisions or actions to be recorded and these records to be maintained for the appropriate duration
- Making sure these processes and controls are adopted across the organisation and all relevant staff are trained in them
- Making sure there is a single senior accountable person who is responsible for successful implementation and audit of the processes

Benefits

- Ensures that the organisation has full transparency of archived material
- uFile optimises filing requirements, substantially reducing costs
- Centralised point of reference for archive information,
- Independent management tool that links to multiple 3rd party suppliers
- Links to company's formal retention policy
- Detailed management information provides file history
- uFile actively manages your archiving spend, ensuring that files and boxes are stored in the most cost effective manner
- Historical file ownership issues are addressed ensuring that file ownership data is maintained and costs managed
- With centralised file/box data contents information never goes missing allowing files to be accurately retrieved



SPS

a Swiss Post company

System Capabilities

- uFile is an independent archive management tool designed to centralise and control all of your company's archiving needs
- uFile actively promotes the use of industry best practice by linking to your company's formal retention policy thus monitoring your internal compliance requirements and ensuring correct documents classification at the point of archive
- uFile links to multiple 3rd Party suppliers to deliver the most service driven and cost efficient archiving processes
- uFile provides detailed management information promoting and highlighting file transfer in line with the most appropriate and cost effective method of storage based on the individual file history.
- uFile provides one centralised point of reference for all archive information
- The reporting suite allows for automated management information (MI) generation
- All MI can be tailored to meet individual customer requirement



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