



DOCUMENT MANAGEMENT SOLUTIONS for the FINANCIAL INDUSTRY



Instant & Accurate Search and Retrieval for All Documents
Reduce Paper, Storage and Manual Filing Costs
Regulatory Compliance: Sarbanes-Oxley, SEC

INSTANTLY FIND AND SECURELY RETRIEVE ANY DOCUMENT INCLUDING MORTGAGE FILES, SIGNATURE CARDS, PDF, CONTRACTS, EMAIL AND OTHER DOCUMENTS NO MATTER WHICH LOCATION THEY MIGHT BE STORED AT.

The Paper Chase

Financial institutions generate a lot of paper and electronic files during the course of a typical business day. This includes mortgage and loan applications, legal contracts, investment documents, Signature Cards, Cheques, Customer Statements, AP/AR documents, and many other files. If all this information is not efficiently organized, it will slow customer service requests, increase costs and affect the bottom line.

Storage space can also become an issue. Lost documents not only impact billing cycles and response times, but in some cases incur fines by government auditors.

The Solution

Enara will install a solution based on world-class product and configure it to the exact needs of your institution. The solution provides a user friendly and easy to use system that can manage

5	Account	Last Name	First Name	DocType	Filename	IndexDate	Retention
	53619026	Jones	David	Line of Credit	LoC Application	12/17/02	10/23/09
	7921562	Miller	Steve	Car Loan	Letter (.doc)	10/09/02	08/15/09
	8004411	Shureih	Monqez	Cheque	Personal cheque	03/05/03	01/09/10
	8004411	Shureih	Monqez	Mortgage	House photo		03/13/03
	910-671...	Bronson	Charles	Investments	Bronson.xls	02/16/03	12/23/09

Sample Search Form

ALL types of information securely & efficiently.

Compliance with many SEC and government regulations is possible through the strong security model, access restrictions based on role, document type and other factors, comprehensive audit trail, revision management and other features.

Ask us how our solution has benefited institutions like Altamira Financial Services (Canada), Dresdner Bank (USA), Homegold (USA) and others.

Benefits

- ❖ Helps with regulatory compliance of SEC rules and the Sarbanes-Oxley act.
- ❖ Instant access to any document at any location.
- ❖ Secure web browser Access.
- ❖ Information sharing among several users.
- ❖ Eliminate lost files problems.
- ❖ Reduce operating costs (Storage, Photocopying, Administration).
- ❖ Improve Relationship Banking.
- ❖ Reduce risk exposure by having an audit trail on each document.
- ❖ Manage document retentions.
- ❖ Assure client privacy.
- ❖ Built-in disaster recovery.
- ❖ Improve document security.
- ❖ Automate backups.

The screenshot shows two windows. The left window is titled 'Query-[Bank1Q]' and displays the 'MAXTRUST' application. It has a search form with fields for Account #, Last Name, and File Name, and dropdown menus for Index Date and Retention Date, both set to 03/13/2003. Below the form is a table with columns: Account/, Last Name, First Name, and DocType. The table contains five rows of data:

Account/	Last Name	First Name	DocType
53619026	Jones	David	Line of Credit
7921562	Miller	Steve	Car Loan
8004411	Shureih	Monqez	Cheque
8004411	Shureih	Monqez	Mortgage
910-671...	Bronson	Charles	Investments

Buttons for Edit, Print, Delete, and Index are at the bottom of the table. The right window is titled 'Page [21%] - (LoanAgreement.TIF)' and shows a document viewer with a loan agreement document. The document text includes sections for 'UNIFORM COVENANTS', '1. Payment of Principal and Interest', '2. Funds for Taxes and Insurance', and '3. Applications of Payments'.

SYSTEM FEATURES

Document Imaging: Automatically scan and index loan documents, contracts, invoices, checks, photos, and other paper documents.

Document Management: Manages ALL application files on your computers including Word, Excel, PDF, Images, Audio, Video, and all others.

Search & Retrieve: Locates the document you need instantly and allows you to view, print, email or fax it. Security controls allow only authorized users to access their documents.

COLD (ERM): Manages data such as customer statements and accounting from host systems and mainframes.

Secure Storage:

Information is stored in a highly secured manner which makes it impossible for anyone to tamper with the files outside of the system's controls.

Encryption and Digital Signatures further enhance document security and ensure that only the right person can view or edit a document.

Revision Management:

Any change on any document results in a revision being made. The system records who made the change and when it occurred. This has strong legal and document integrity benefits, and also allows you to restore previous revisions if needed.

Internet Access: Allows authorized users to search for and retrieve documents using any computer with an Internet browser.



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