



**SIMPLE AND  
EFFICIENT  
DOCUMENT  
MANAGEMENT**



For more information please call  
Jerry Rudick

**763.234.4991**

Or email [Jerry@JRudickConsultants.com](mailto:Jerry@JRudickConsultants.com)

# Modernize from Paper to Electronic Documents



\$20 – Cost to file a paper document

\$120 – Cost to file a misfiled paper document

\$250 – Cost to reproduce a lost paper document

Closing of Business – Cost of losing all paper documents to fire, water or theft

Locate any document any time in minutes. Make your staff more efficient. No more misfiled documents that you can't find when you need them.

Save the cost of storing file cabinets and paper documents. Reduce you need for space. Save the cost of the cabinets.

Be able to secure the documents electronically without having to store them behind lock and key.

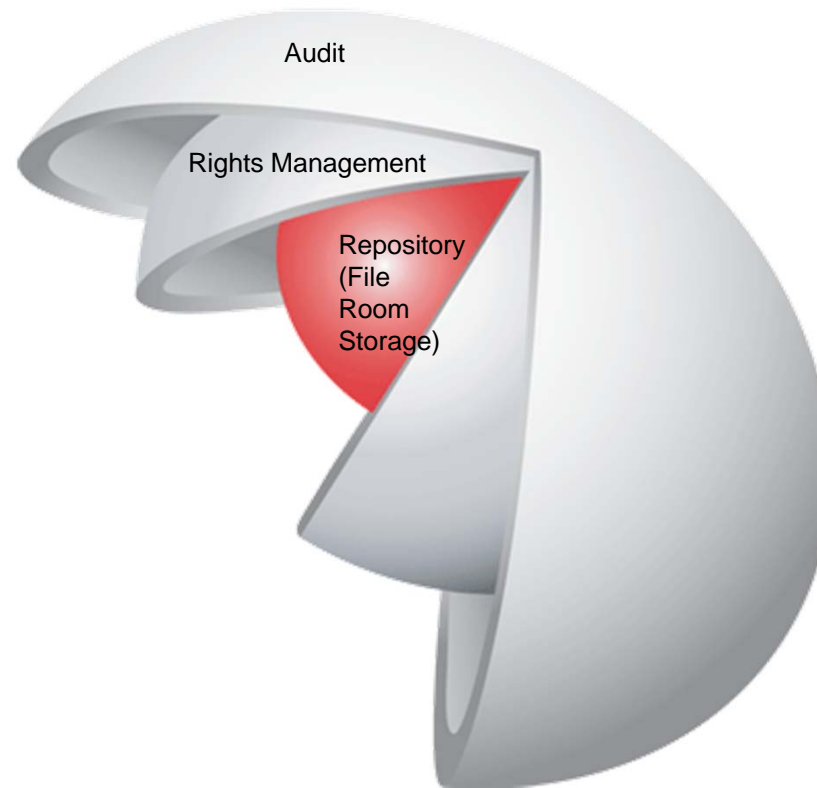
Store all of this



Here



# CNG-SAFE System Overview

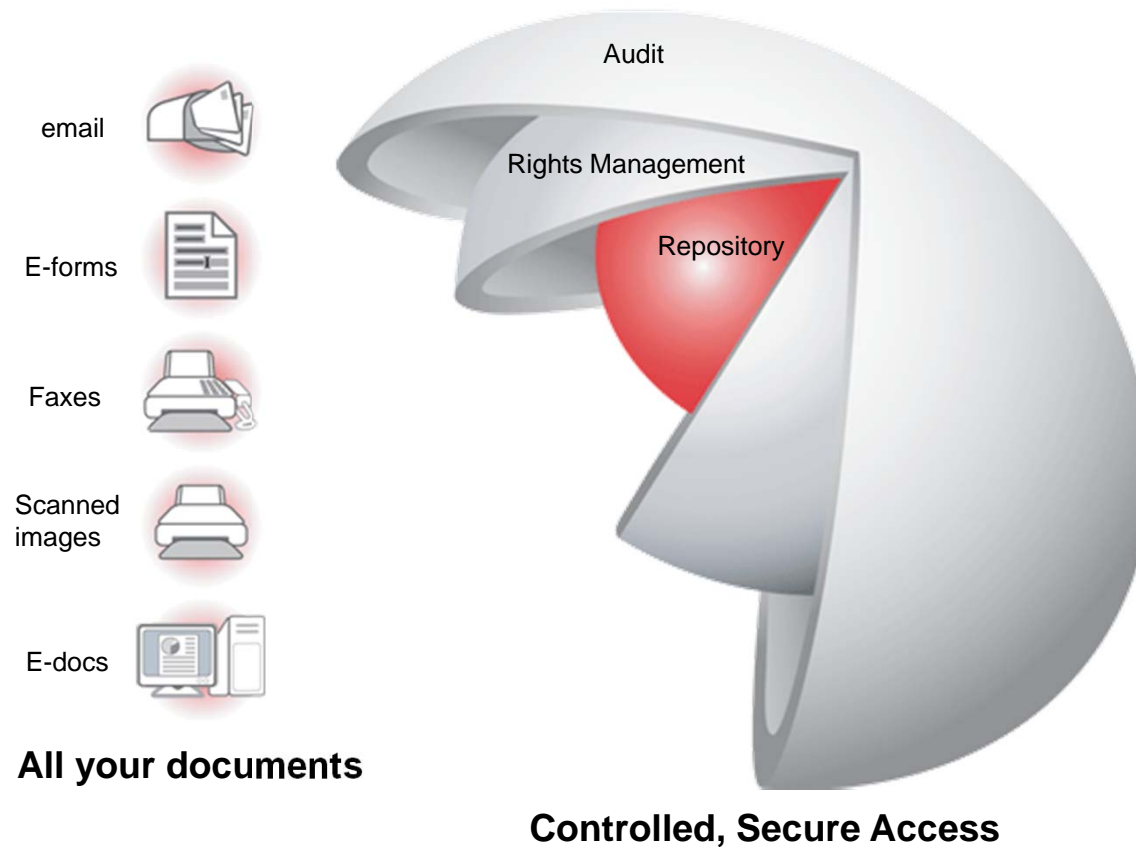


**Controlled, Secure Access**

**A Comprehensive Approach to Reducing the  
Flow of Paper in Your Business**



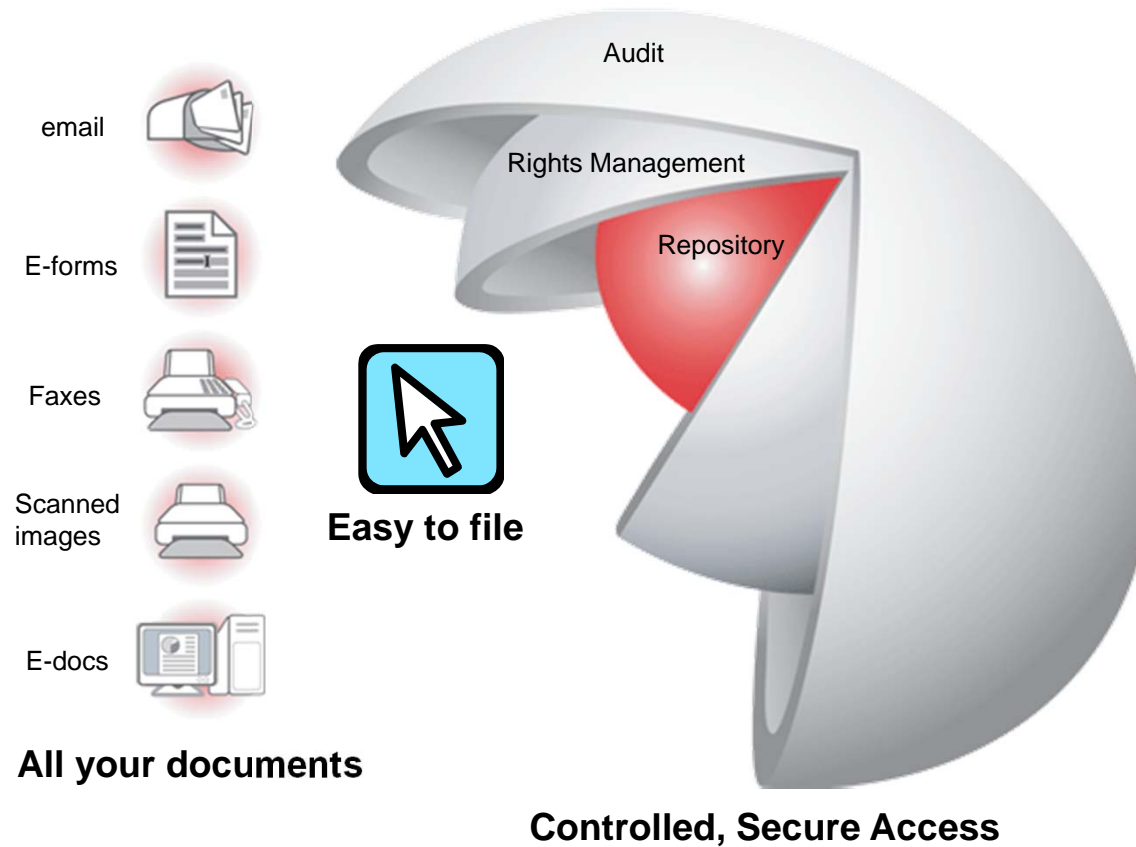
# CNG-SAFE System Overview



**A Comprehensive Approach to Reducing the  
Flow of Paper in Your Business**

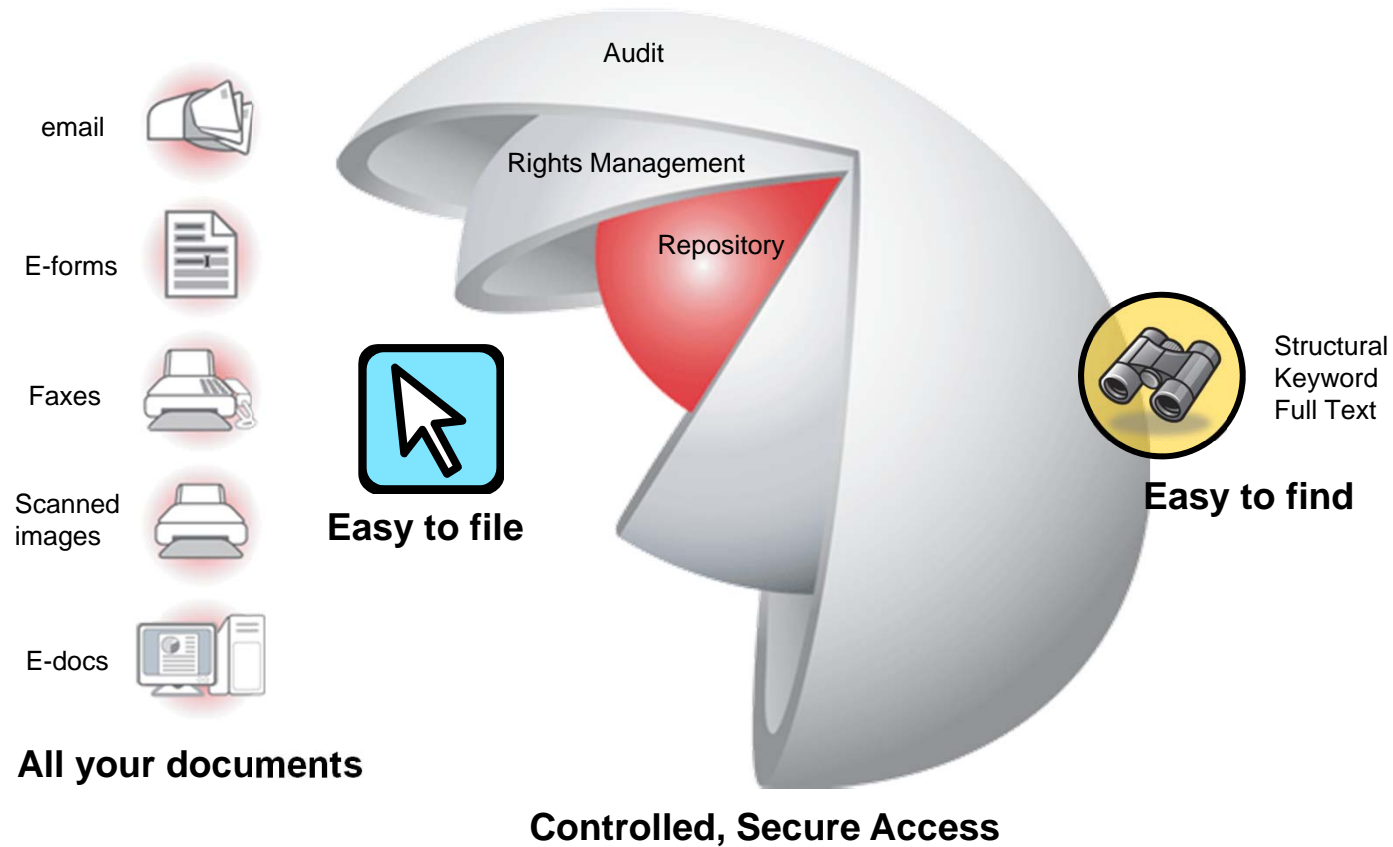


# CNG-SAFE System Overview



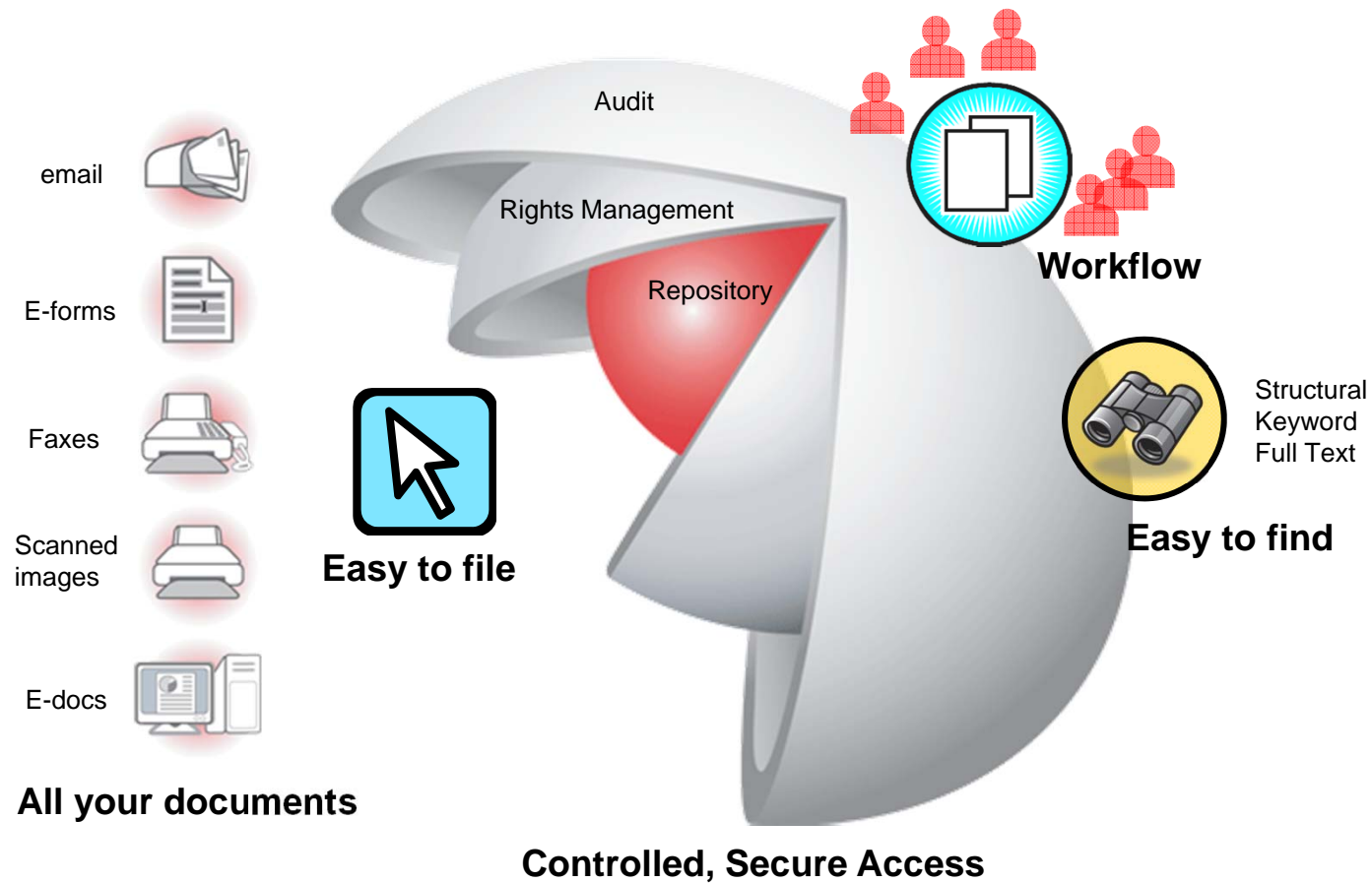
**A Comprehensive Approach to Reducing the  
Flow of Paper in Your Business**

# CNG-SAFE System Overview



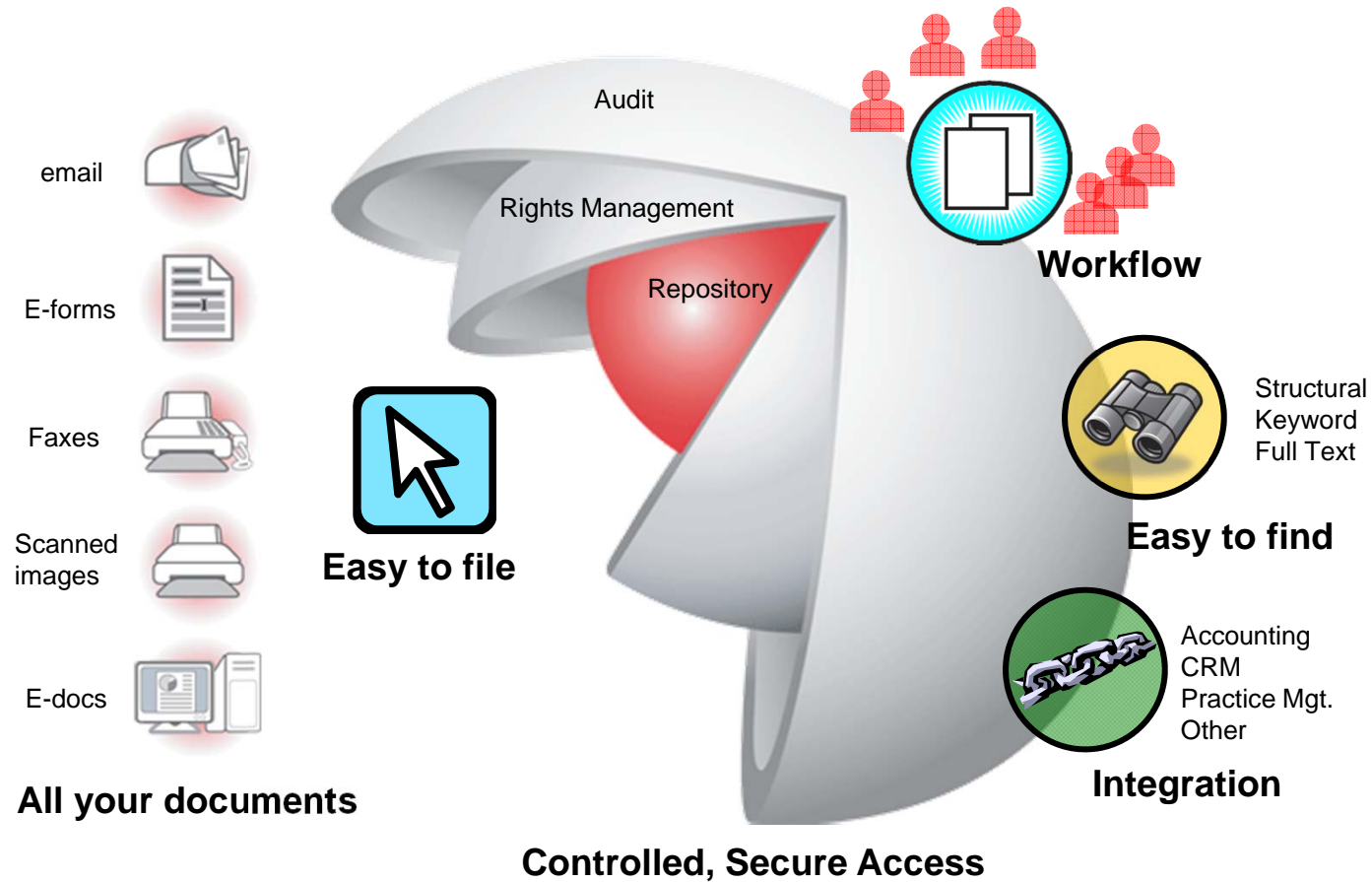
**A Comprehensive Approach to Reducing the  
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# CNG-SAFE System Overview



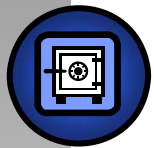
**A Comprehensive Approach to Reducing the  
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# CNG-SAFE System Overview



**A Comprehensive Approach to Reducing the Flow of Paper in Your Business**

# CNG-SAFE Filing Structure



Repository  
(File Room)



Cabinets  
(Drawer)



Folders



Tabs



Documents

CNG-SAFE 6.0.1.52 jon clark

CNG-SAFE ToolBox

File Layout Search Options Help

Home Clients

Folder Count = 44

Notes = 0 Documents = 10

Document Preview

From: "Jon Clark" <J=FIRST ORGANIZATION/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=JONCLARK>  
 To: "Jon Clark" <jclark@cabinetng.com>  
 Subject: Good to see you  
 Sent: Tue Nov 20 12:36:40 2007

Hello Jethro,

It was nice to see you at the golf course this weekend.

Looking forward to seeing you again soon.

Jon

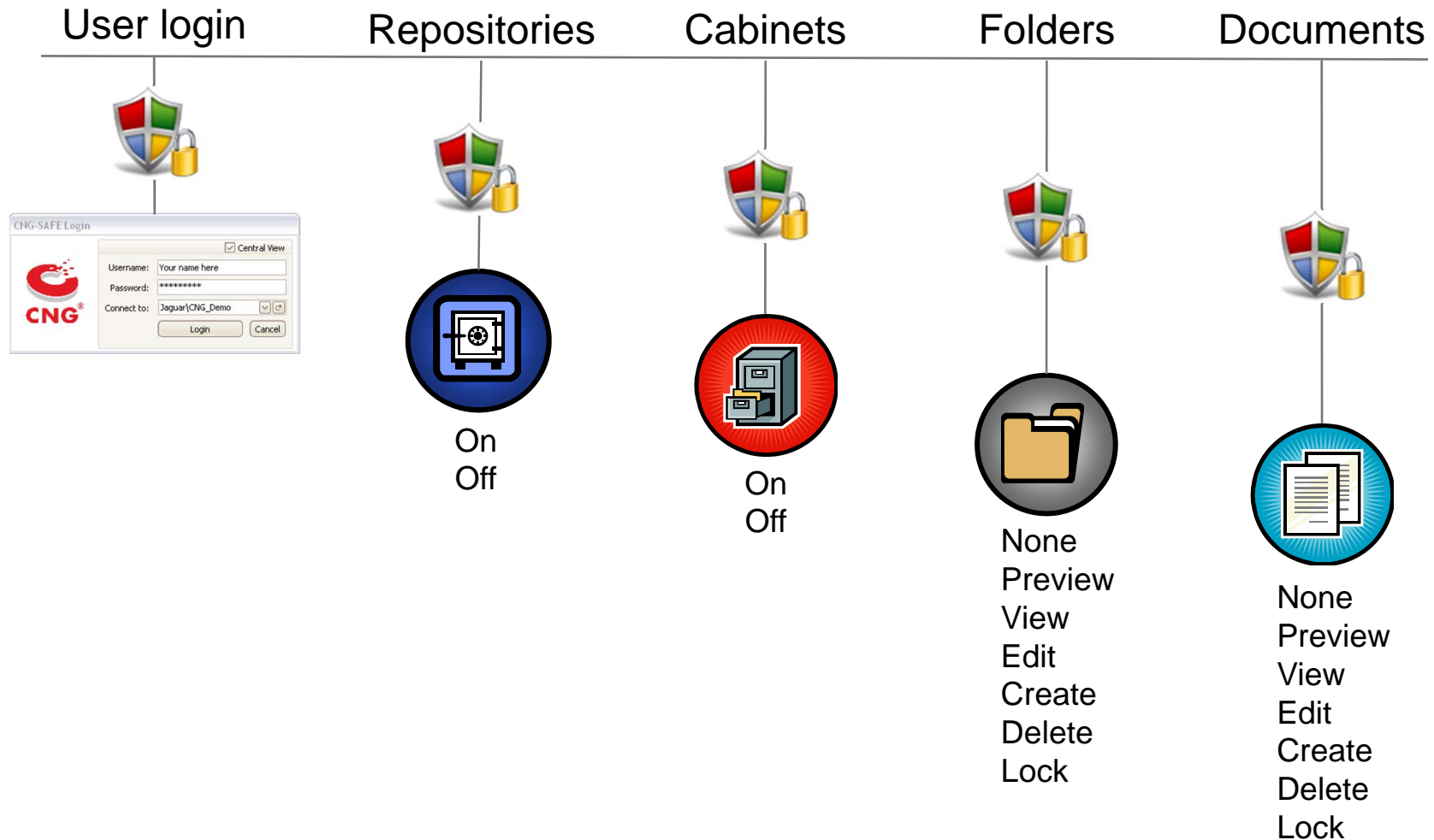
Repository: Demo>>Cabinet: Clients>>Acct. ID: 6475 | Name: Bodine, Jethro | Address: 3456 Rodeo Drive

Document Title	Tab	Manager	Create Date	Modified Date
Good to see you	Correspondence	Outlook	11/20/2007	11/20/2007
tmpmsg-67f6b...	Correspondence	Message Pad	11/20/2007	11/20/2007
2007-11-20 Bo...	Correspondence	Microsoft Word	11/20/2007	11/20/2007
2007-11-27 Bo...	Correspondence	Microsoft Word	11/27/2007	11/27/2007
2005-09-08 09...	Investments	Adobe	11/20/2007	11/20/2007
2005-09-27 13...	Investments	Adobe	11/20/2007	12/20/2007
2005-09-29 09...	Investments	Adobe	11/20/2007	11/20/2007
2005-10-14 14...	Investments	Adobe	11/20/2007	12/20/2007
2005-11-01 13...	Investments	Adobe	11/20/2007	12/20/2007
2007-11-20 Fi...	Policies	Image (Tif)	11/20/2007	11/20/2007

Find: [ ] Case [ ] Highlight [ ] Clear [ ]

# CNG-SAFE Rights Management

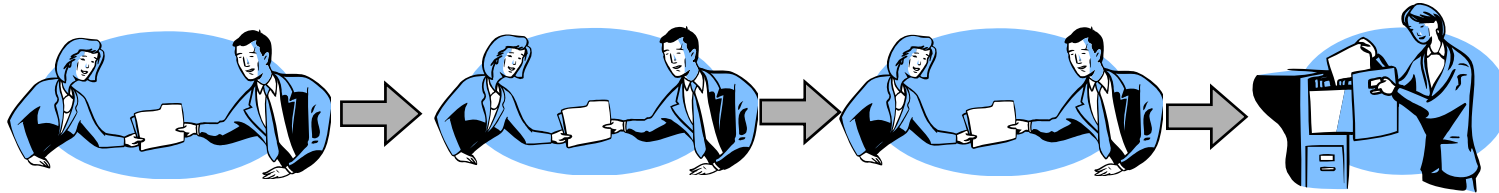
## Multiple levels, granular control





# CNG-SAFE Workflow

## Manual Workflow Process (Before)



## CNG-SAFE Workflow Process (After)

Status	From	Date
In Process	Jon Clark	11/20/2007
In Process	Jon Clark	11/27/2007
In Process	Jon Clark	11/27/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007
In Process	Jon Clark	12/21/2007

Route manually or via rules  
To a user or group  
Folders, documents or bundles  
Users process their items  
Management console for tracking



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