

document management.
Easy. Fast. Smart.

docSTAR™ HR Solutions.



Document management for more efficient processes and improved HR results.

The docSTAR document management system is a total solution that securely scans and stores your employee files, along with critical electronic files, allowing for quick and easy document retrieval... without ever leaving your desk.

With docSTAR:

- ★ Streamline document processes and reduce errors.
- ★ Simplify and reduce the costs of compliance.
- ★ Controlled access to files anytime, anywhere.
- ★ Improve operational efficiency.
- ★ Improve support for employees and management.
- ★ Instantly locate documents without leaving your desk.
- ★ Move from cumbersome paper to digital documents.
- ★ Reduce demand for physical space.

visit us at www.docstar.com



Reduce Compliance Worries

With docSTAR, HR documents; such as employee files, employee medical files, and I-9 documents can be stored in individual folders to ensure separation of key HR files.

With docSTAR:

- ★ Reduce the storage burden of complying with record keeping retention regulations set forth by FLSA, Title VII of the 1964 Civil Rights Act, ADA & ADEA, and FMLA.
- ★ Provide security features to protect employee privacy and comply with HIPAA.
- ★ Guarantee file integrity with docSTAR Authentication which time and date stamps every image.
- ★ Secure documents automatically.
- ★ Monitor document access and retrieval with **Audit Trail**.

Reduce Legal Activity Anxiety

- ★ Respond quickly and accurately to requests from Federal or State Departments of Labor.
- ★ Email documents to attorneys, including entire employee files, while still on the phone.
- ★ Never lose or misplace documents again - even odd sized documents such as doctor's notes.
- ★ Files are in a time-stamped order facilitating ease-of-viewing timeline associated with a particular case.

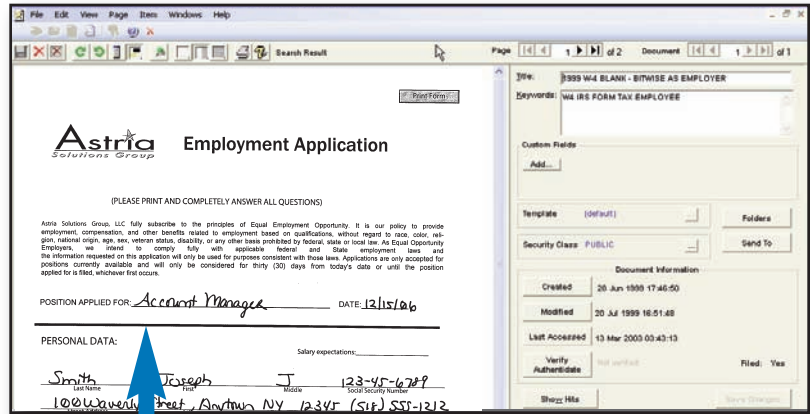
Increase Operational Effectiveness

- ★ Easily store applications, resumes, payroll data, insurance data, employee records, and electronic files in docSTAR ensuring the safety and security of any file in the event of a disaster.
- ★ Authorized users can access information from any location instantly...whether at their headquarters or regional office - resulting in no more file sharing or shipping of files.
- ★ Reduce time performing routine functions such as changing name and address data and filing and retrieving employee records.
- ★ Reduce storage costs and virtually eliminate any document loss by providing a central repository for all records.

Improve Inner-Office Communication

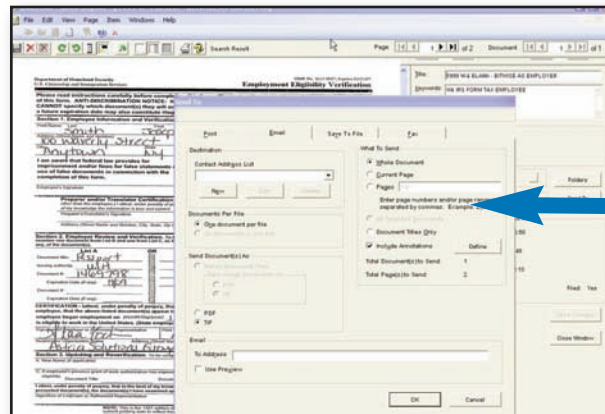
Quickly answer questions from employees, management, and associates. The time previously required to research, return calls, and email answers to inquiries is now virtually eliminated.

docSTAR Ease of Filing



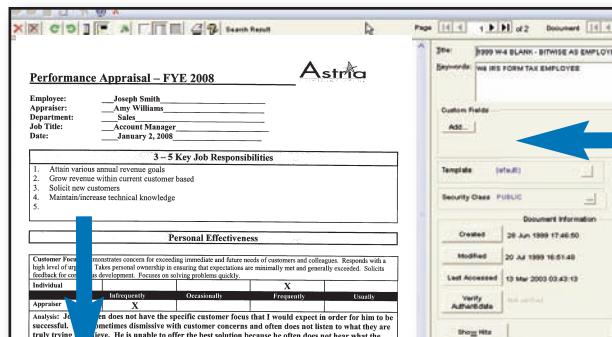
docSTAR converts paper documents into digital files and saves them into the **safe and secure** docSTAR system. Use your existing scanner to scan directly into docSTAR.

Improve Response Time



Retrieve & Email
docSTAR allows only authorized users to quickly retrieve secure documents from any location and email to attorneys or other appropriate parties.

Easy Viewing and Customization



docSTAR can be customized based on your requirements.

All documents appear in a familiar and intuitive interface for easy viewing.