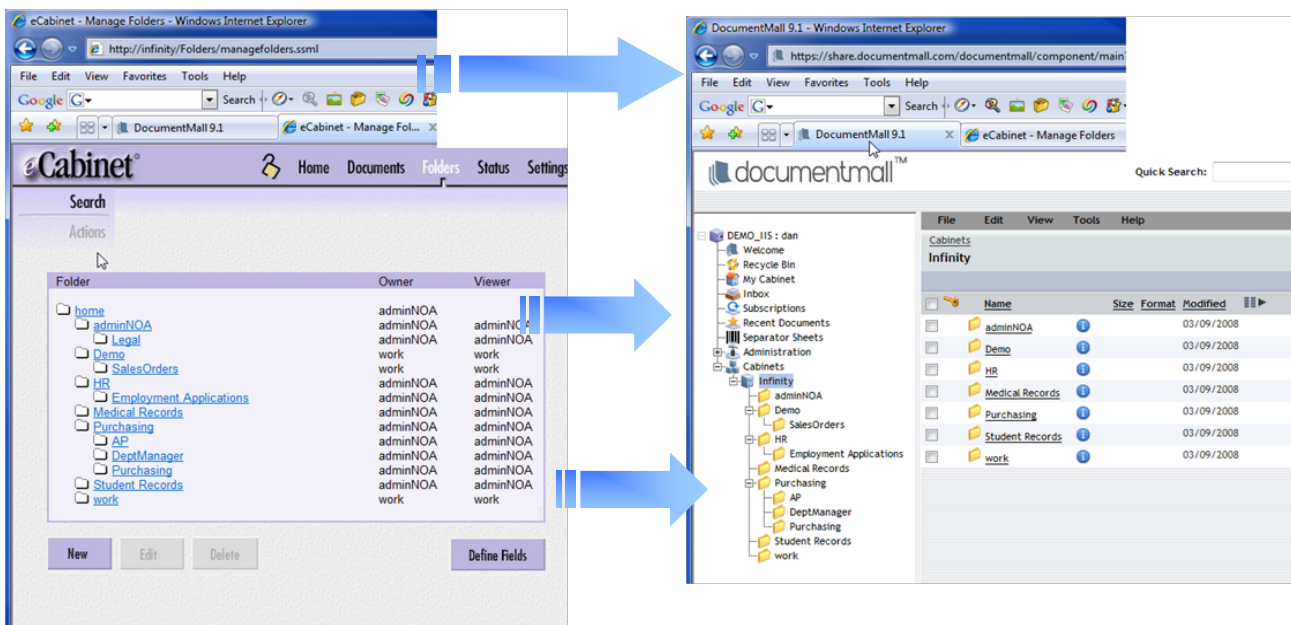


## Introducing *IEMS, ISS eCabinet® Migration Services.*

Innovative Systems and Solutions LTD is pleased to have earned the distinctive honor of selection by Ricoh NetSourcing as the Exclusive Partner for eCabinet® Migration Services.

ISS LTD offers proven, certified solutions to seamlessly and effectively support your transition to an alternate Document Management System.



eCabinet® customers now have the opportunity to move their documents, metadata ('indexes'), security, and structure to various alternate Document Management Systems, leveraging the functionality of these newer generation systems without intense manual intervention or tedious re-indexing.

**Currently supported target systems include, but are not limited to:**



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## **FREQUENTLY ASKED QUESTIONS (“FAQ”)**

### ***What is the process associated with the Migration Service?***

*Prior to performing the Migration, an initial no-charge remote discovery session will be scheduled. The file structure of the eCabinet® and its corresponding backup target(s) will be examined, determining if there are any complexities involved with the Migration (e.g. data inconsistencies, document duplication, “lost files,” eCabinet® in space reclamation mode, etc.).*

*The results of the discovery session will be analyzed to determine the approximate duration of the Migration from eCabinet® to the new Document management System or File System and a timeline will be established for the process.*

*Via remote session or certified technician on-site, utilizing our proven certified export software, we will extract the data files (images and corresponding metadata) from the eCabinet®’s backup target and stage the data to a designated storage location at the client’s site. The data will be in an appropriate format to import to the new DMS by our import software or that of the DMS.*

### ***What is the expected duration of the remote discovery session?***

*The session will last approximately 30 minutes.*

### ***Will a dedicated IT resource be required during the process?***

*Although beneficial to have an IT resource available for questions or granting remote access, a dedicated resource is not required.*

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### ***Will the eCabinet® be available for use during the discovery session and the Migration process?***

*The eCabinet® will be 100% available during the discovery session. It will be available for retrieval only, not ingestion of new files, during the Migration.*