



Virginia Certified
Minority Business
Enterprise



GSA Schedule 70 -
GSA Mobis Schedule

GSA Alliant Small
Business GWAC



SBA 8(a)
and SDB
Certified –
Expires 2014



DHS
EAGLE

HOSTED RECORDS MANAGEMENT

GTBS's "hosted records solution" is an ultra-secure off-site repository that can hold every document ever produced by your organization. We deliver this capability to your organization without any capital expense or increased administrative burden on your part

Key Benefits

- FREE** unlimited user licenses
- FREE** user training
- FREE** setup
- No software or hardware to purchase
- View, print, e-mail, fax, and annotate scanned documents
- Save and view documents in more than 250 file types
- FREE** records retention scheduling module
- Integration with Microsoft Office and SharePoint
- No Internet viewer to download
- Simple web user interface
- Detailed online help includes step-by-step instructions

Security and Compliance

- User/group security restrictions and audit trails
- SSL (Secure Sockets Layer) encryption, IP address restrictions, data encryption
- Compliant with Section 508, SAS 70, 21CFR Part 1

Reliability

- 99.9% uptime guarantee and hourly data backups
- Redundant data centers (Kansas City/Denver), redundant web server clusters, redundant storage clusters
- Live OC48, OC12 and OC3 connections to multiple tier-1 Internet service providers

Our services cover all aspects of document management including, but not limited to, **document retention scheduling, scanning, indexing, and OCR**. We also offer confidential records shredding and pulverizing services.



Government Technology and Business Services, Inc.

6066 Leesburg Pike, Suite 210, Falls Church, VA 22041

Office: 571-6772 / Fax: 571-312-6773

www.gtbs-inc.com



OnBase



ORACLE

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