



**Electronic Document Storage & Records Management System**  
*Electronic Content Management Solution*



*Simplify Your World*

**YOUR INFORMATION. YOUR WAY. TODAY.**



# dsEXECUTIVE KEY FEATURES

dsEXECUTIVE is a fully integrated Electronic Content Management system that is specifically tailored to address the needs and challenges of the evolving business world.

Our solution ensures that all your data requirements are **efficiently optimized and fully managed.**

Designed to optimize security for its users, dsEXECUTIVE ensures information is safely communicated between employees, clients and authorized third parties.

Eliminating the need for time consuming emails, faxes and phone calls, dsEXECUTIVE simplifies and safeguards document management that will ultimately **increase work flows and cost efficiencies.**



## Employee Records Management

- Payroll and HR Files
- Employee Evaluations & Records
- Safety Documentation
- Certifications & Licenses
- Time-off Requests
- Employee Medical Records
- Employee & Safety Handbooks
- Employee Separations
- Employee Resumes & Applications



## Operations

- Job Files and Documents
- Invoices
- Time-Sheets
- Company Memo's
- Store and Securely Share Client Reports
- Personal Records



## Financial

- Budgets and forecasts
- Presentations
- Accounts payable
- Accounts receivable
- Vendors securely post invoices to Shared Folder
- Asset Counts
- Utilization Reports
- Accounting
- AFE



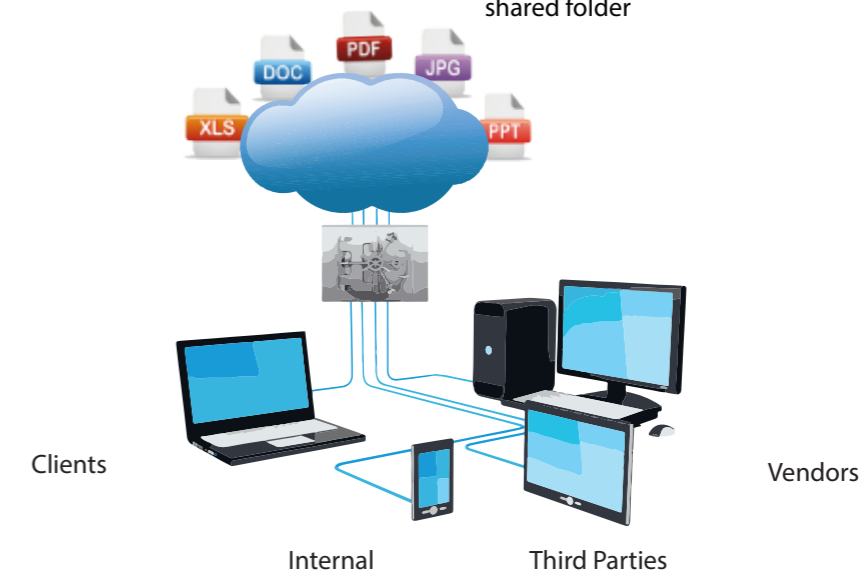
## Sales

- Client Lists and Contacts
- Market Intel
- Quotes and RFPs
- Projects
- Marketing Material
- Sales Reports

## Electronic Content Management

- dsEXEC maintains a secure environment where information is able to be shared amongst employees, clients and authorized third parties
- All documents are stored in one location and are transferable at the time of a divestiture
- Ability to upload multiple documents in any format, of any size
- Utilize dsSYNC to retrieve, post or revise documents while off-site, while providing a redundant backup of all critical information
- Fully supported and managed by our dsEXEC Customer Experience Specialists
- Customizable folder and hierarchy structures unique to your companies needs
- Simple revision controls
- Retire documentation at the time a retention date is reached, while maintaining full audibility of the information
- Simple search and sort tools
- Folders and files can be set up for private or shared access dependent on level of authorization and permissions
- Secure retrieval options
- Allow vendors to post invoices to a securely shared folder

This fully integrated platform hosts everything from accounting and operations, to sales and employee documentation for businesses looking to **increase efficiencies and achieve lean operations.**





## *Data Scavenger Community*

At Data Scavenger we value community involvement and is why we proudly support countless community driven programs that everyday strive to make a positive impact.

### *Testimonial*

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*"...We have been very impressed with both their [Data Scavenger] on-site and remote technical support and training. Our implementation process was virtually seamless...I would not hesitate to recommend [Data Scavenger] as their customer service has been exemplary and their software has been extremely user friendly."*

*"...The support from the Data Scavenger team is instant...Data Scavenger is constantly working with its customers to upgrade their products and revolutionize the way we run our business."*

*-North American Leading Oil and Gas Producer*

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