



Treeno Human Resource Solution

With **Treeno Document and Workflow Management for Human Resources** staff can quickly and easily store electronic employee records-such as resumes, applications, letters of reference, W-4s, I-9s, and insurance forms-in a secure, central repository. Only authorized users can search and view documents with a single click. Workflow Automation you can ensure that each document is automatically routed to the right person—at the right place and at the right time.

Workflow Automation solutions eliminate repetitive tasks that often involve time-consuming bottlenecks and paper shuffling. With **electronic workflow management tools**, you automate each step in your organization's business processes. As documents and files enter a workflow, they are securely routed to the right people at the right time.

The screenshot displays the Treeno Software interface. At the top, there is a navigation bar with tabs for Dashboard, Document Center, Inbox, Workflow Tasks, and Search Results. A search bar is visible on the right. Below the navigation bar, there is a section for 'Human Resources' with a dropdown menu and buttons for 'Hide Search', 'Clear Search', 'Add Folder', and 'Select a Folder Action'. A table lists employee records with columns for Employee Number, Employee Name, and Publish status. The table contains three entries: Brad DePitt (Employee Number 345), Andrea Smith (Employee Number 846), and James Fox (Employee Number 845). Each entry has a 'Start Workflow' button and 'Edit' and 'Delete' links. Below the table, there is a section for 'Add Document Type' with a dropdown menu and buttons for 'Upload Files', 'Show Search', and 'Clear Search'. A second table lists files with columns for File Name, Creator, Creation Date, and Size. The table contains two entries: 'treeno_government_ jimuser' (6/25/2014 8:11:48 AM, 264 KB) and 'treeno_financial_serv jimuser' (6/25/2014 8:11:48 AM, 197 KB). On the right side of the interface, there is a sidebar with a 'FAQs' section and a 'Cloud Software-as-a-Service (SaaS)' section.

Scantek-Treeno Workflow Automation Solutions

- Maintain a secure central repository for HR documents.
- Keep sensitive information secure by minimizing the photocopying of paper documents.
- Create workflows to automatically distribute job requisitions, policies and procedures, and benefits documents.
- Grant employees self-service access to their records.
- Securely view employee records for internal or external audit.
- Workflow management reports to identify performance bottlenecks

Take the Next Step, call Scantek today at 1-888-722-6835
Email sales@scantek.info or visit us at www.scantek.info

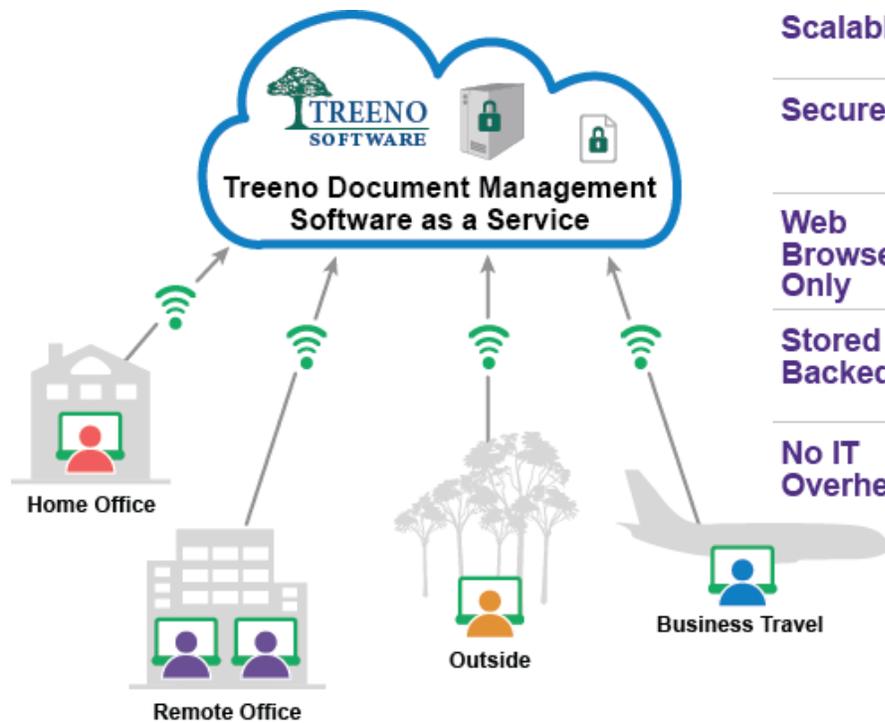
Scantek Inc.
Infomanagement Experts



Treeno Document Management Solution

Cloud computing is growing rapidly as organizations large and small seek ways to reduce their IT overhead and expenses, but is it the right solution for your organization?

Treeno Enterprise Document Management Software-as-a-Service (SaaS) offers several solutions to fit the specific needs of organizations across a wide spectrum of industries, including engineering, automotive, insurance, legal, finance, real estate, education, healthcare, manufacturing, and municipality. Many of these organizations are now reaping the benefits of the Treeno Document Management SaaS deployment method.



Scalable

Supports one to thousands of users.

Secure

Maintain a secure encrypted connection worldwide.

Web Browser Only

Only a web browser is needed to access your files.

Stored & Backed Up

All your files are stored and backed up in a highly secure data center.

No IT Overhead

There is little or no IT overhead required.

Benefits of a full-featured Enterprise Document Management System

- Low cost of entry
- Zero infrastructure
- Reduced overhead
- Cost-effective scalability
- Increased productivity
- Maximum security

With Treeno Document Management Cloud, users instantly realize the benefits of a full-featured, enterprise-class document management system. There's no need to invest in software or hardware. System activation is instant, setup is intuitive, and the scope of the solution can be scaled to support as few or as many users as your organization requires.

The benefits of secure and accessible documents and files are within your reach for significantly less cost and time than you might think. Plus, Treeno manages the behind-the-scenes hosting, software upgrades, and 24/7 system monitoring. Because the Treeno EDM SaaS system is easy to learn and use, training your staff will be a snap. Organizations of all types and sizes are experiencing the benefits of enterprise document management thanks to Treeno EDM SaaS.