



Take the paper out of human resources.



Who is Cabinet?

Since its 1999 founding as Cabinet NG, Cabinet Document Management Solutions has prided itself on producing world-class document management, workflow and content sharing solutions that are efficient, secure and affordable enough for use in any office.

Based in the technology hub of Huntsville, Ala., Cabinet has helped hundreds of businesses enjoy the benefits and efficiency of a paperless office.

Learn more: cabinetpaperless.com/HR

If you're an HR professional, you know what paper personnel files mean. Wasted space. Wasted time. Wasted effort. And sensitive information left shockingly insecure.

Go paperless today.

Cabinet SAFE lets you get more efficient and more secure.



9668 Madison Blvd.
Suite 100
Madison, AL 35758

Local: 256-258-0460
Toll-free: 800-621-6501
Fax: 866-935-2334
Email: info@cabinetpaperless.com

Learn more ►



Schedule a free demo and Learn more:

cabinetpaperless.com/HR

Contact us today:

800-621-6501

Paperless HR means critical files are easily accessible and totally secure.

The Cabinet SAFE electronic document management solution allows your human resources team to create and maintain completely secure, fully digital personnel files. With SAFE, you can replace file cabinets and folders with structured, controlled electronic records – saving space, slashing costs, ensuring retention compliance and enhancing security.

A properly deployed and managed electronic document management system is far more secure than paper-based files – even ones kept under lock and key. With Cabinet, administrators can restrict access on a user-by-user or file-by-file basis, or simply cut off entire “cabinets” of documents. Audit tools let you see exactly who accessed which document, when. And if you choose to access SAFE through our secure, private cloud, even your IT department won’t have access to personnel files.

With SAFE, you get:

- Secure 24/7/365 access to personnel records
- Rules-based automated document routing and management
- Configurable document retention policies that ensure compliance and streamline audits
- Built-in database tools that let you track employee demographic information automatically
- Fixed licensing, maintenance and support costs
- Powerful redaction tools to remove sensitive information from documents
- Priority access to a dedicated, multi-person support staff

Many of our clients have found that document management software licenses run a fraction of paper storage and retrieval costs.

Go ahead, go paperless: There’s nothing stopping you.

Going paperless doesn’t mean modifying your fundamental processes, changing your corporate culture or making a massive technology investment.

SAFE and SAFE CLOUD are designed to make it easy for you to transition away from paper-based processes or legacy software.

- **Hosted or cloud-based:** Organizations with robust IT capabilities benefit from SAFE, our traditional document management solution, sold as installed software. For other companies, there’s SAFE CLOUD, offering the same features in the cloud for a monthly subscription fee.
- **No learning curve:** Our software is intuitive and simple for both veterans and new users. And because we only deploy SAFE and SAFE CLOUD after an in-depth discovery process, they’re always configured to your existing business practices, security rules and compliance needs.
- **Complete security:** SAFE and SAFE CLOUD allow you to securely back up documents and records, and store and share them in full compliance with federal, state and local statutes and regulations.



cabinet
SAFE

Schedule a no-strings-attached demo:

cabinetpaperless.com/HR