



**INFORMATION  
MANAGEMENT  
SERVICES, INC.**

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*Most organizations claim that people are their most important asset. We believe intellectual capital is a close second. The vast majority of intellectual capital is now stored electronically. Intranet systems and shared drives contain massive amounts of key data – often in disorganized chaos. Make sure your team can quickly find the information they need!*

### **ORGANIZATIONAL KNOWLEDGE ASSETS: Business Information Management**

Increase productivity and improve decision-making by making your company's digital assets—including documents, reports, presentations and spreadsheets—easily findable. Our experts create a customized content management strategy to organize your company's knowledge assets with taxonomy and metadata for a logical, easy-to-use structure.

#### **YOUR COMPETITIVE ADVANTAGE:**

- Stop feeling stuck because you cannot find the information you need. We'll organize your business-critical data with a custom taxonomy and classification structure.
- Maximize productivity and protect intellectual capital. You hired intelligent people; make the most of the assets they produce. We enable you to easily locate and reuse resources.
- Ensure employees know what resources are available. If employees can't find information, they can't use it. We create guidelines for organizing, labeling, and accessing electronic resources.
- Protect intellectual assets against layoffs, retirement, and resignations. Companies may make the mistake of concentrating knowledge or expertise in one or two individuals. We help you avoid this risk with company-wide participation in a content management system.
- Optimize consistency, timeliness, and accuracy among multiple offices and departments. Effective classification and labeling of information helps your employees find and use up-to-date resources, wherever they work.

Email [Jan Sykes](mailto:JanSykes@4Info-Management.com) or call **1-847-971-5452** to discuss solutions for your knowledge retention and information management needs.