

# Document Workflow

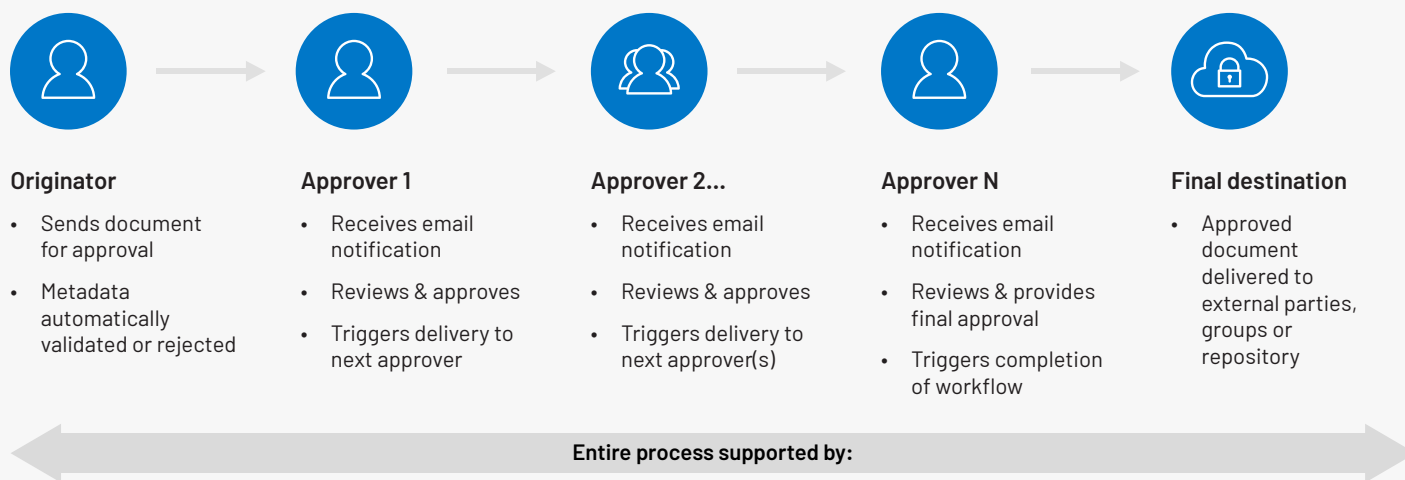
## Intralinks Secure Document Exchange

Many business processes rely on the review of massive amounts of documentation by a number of individuals or parties, in a specific, organized sequence. Oftentimes this document workflow involves multiple document versions, internal and external collaborators, and highly sensitive or confidential information, such as materially non-public information (MNPI) and customers' personally identifiable information (PII), that requires a rigorous workflow before sharing with external parties.











It's too dangerous to rely on a manual and/or paper- or email-based workflow to carry out these processes. It can be difficult to ensure the right approvers review the right documents at the right time. Additionally, it can be expensive and time consuming to route documents (whether via physical mail or email), as well as highly risky, should there be a data leak or loss.

**Intralinks' secure file sharing platform and virtual data rooms (VDRs) feature streamlined, automated document workflow that solves for inefficient and unsecured review and approval processes.** Configure Intralinks' workflow solution to mirror your organizations' current approval processes – from the stakeholder review sequence or hierarchy, approval dependencies, metadata, timelines and deadlines – to arrival at external clients, vendors or regulators.

### Intralinks streamlines complex, multi-step document workflow



- Secure, ISO 27701 certified environment means Intralinks meets the highest standards of data privacy, security and handling PII
- Efficient document turnaround time: Reviewers are bound by deadlines, email notifications and reminders
- Detailed audit trail: ALL activity including document receipt, edits, rejections, approvals, etc. are logged in real time
- Compliance reporting: Document access and activity reports available for risk and regulatory purposes
- Ease of use: Rely on system notifications to keep the process moving; centralized, defined workflow is "single source of truth"
- Automated backend with email notifications and permissioning

Problem	Intralinks Benefit
 <p>No version control; potential for error with multiple approvers reviewing outdated documents</p>	 <p>Centralized, secure document repository ensures version control and approvals in one system</p>
 <p>Minimal to no visibility into progress; lack of document tracking, audit trails, compliance reporting</p>	 <p>Granular audit trails and compliance reporting document the integrity and defensibility of the entire process</p>
 <p>Unsecured process means high risk of loss or compromised data</p>	 <p>Encryption, integrated redaction and information rights management (IRM) protect confidential and sensitive information</p>
 <p>Inability to keep reviewers to schedule; processes can be time-sensitive, with internal and/or external deadlines</p>	 <p>Real-time electronic delivery, automated email notifications and reminders help to ensure efficient reviews and approvals</p>
 <p>High cost of resources and inefficiencies</p>	 <p>Full digitization of process dramatically reduces costs and enhances user/customer experience</p>

## About Intralinks

Intralinks is the pioneer of secure file sharing and virtual data room (VDR) technology. Our solutions have facilitated strategic initiatives such as mergers and acquisitions, capital raising and investor reporting. More than USD 34 trillion worth of financial transactions have been securely and efficiently executed on the Intralinks platform.

### Bank-grade security

We incorporate multiple layers of protection at the data center, employee, product and individual file/document levels. Rely on two-factor authentication, SS0, DDoS protection and more.

### Independently verified and certified

More than 450 independent, client-led security audits and penetration tests of our data centers have been conducted since 2014. Numerous certifications are available to support regulatory and risk assessments.

For more on our products offering, visit [intralinks.com/products](https://intralinks.com/products)

### Trusted partner and brand

Our 25+ year history means that we have long-staying relationships with all the major banks who trust our brands, service and the security we consistently deliver.

### Financial and operational security

Intralinks is backed by parent company SS&C, a USD 6 billion revenue company with a 30+ year history in fintech.

Contact us for more information [intralinks.com/contact](https://intralinks.com/contact)