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## THOMSON REUTERS ONVIO DOCUMENTS

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### Secure document management plus cloud collaboration

As tax and accounting firms and their clients adapt to evolving business conditions, demand for collaborative tools and anywhere-anytime access to information continues to increase.

Clients' expectations are increasing, too, as a younger generation expects the firms they do business with to be technological leaders who will provide them with an efficient, effective and secure way to collaborate and exchange information.

Onvio Documents provides cloud-based document management that's as easy to use as our traditional desktop document management software—with the added power of the innovative collaboration capabilities provided by a cloud solution, and an intuitive interface that allows your staff to work easily and efficiently.

Thomson Reuters Onvio Client Centre client portal functionality and direct integration with the Digita Professional Suite provides for simple user and firm administration, and allows your firm to work seamlessly with your clients to collect source documents and distribute deliverables.

With Onvio Documents, you'll be able to:

- Easily onboard new clients by importing documents from Google Drive<sup>TM</sup>, Dropbox<sup>®</sup> and Box
- Quickly scan and upload directly from other applications
- Find the information you need by using full-text search across a variety of documents types, including Microsoft<sup>®</sup> Word and PDF
- Drag and drop files from desktop and web
- Customise your folder structure to fit your workflow
- Manage clients and staff from a single user-friendly administration module
- Rest easy knowing your data is secure and encrypted on our servers

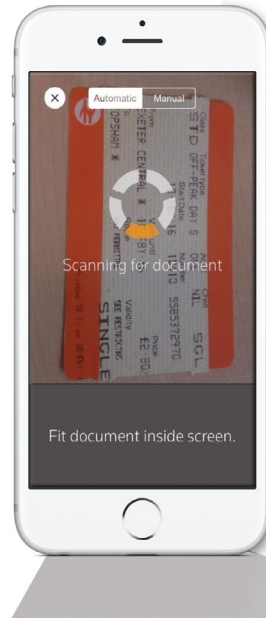
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### DISCOVER ONVIO DOCUMENTS

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See how Onvio Documents can help move your firm forward into a connected and profitable future. Visit [Tax.ThomsonReuters.co.uk/Onvio/Documents](http://Tax.ThomsonReuters.co.uk/Onvio/Documents), or call **03450 180 904** today to speak to a representative.

## FACT SHEET



### Source document scanning goes mobile

Take photos of source documents with your mobile device and enhance them on the spot with the Onvio Documents and Onvio Client Centre mobile apps.

### Functionality on the go with the Onvio Documents and Onvio Client Centre mobile apps

Onvio Documents and Onvio Client Centre are also available in convenient mobile apps for you and your staff. You'll have the full functionality of both products, plus:

- Take photos of source documents with your mobile device and enhance them in the app (flip, crop, de-skew, flatten, etc.)
- Quickly scan and upload multi-page documents with your mobile device's camera
- Edit files in their native Microsoft programs (for example, Excel<sup>®</sup>) while you're in the app

Because you're viewing the same information in real time—even when you're in the mobile apps—it's easier than ever to assist your clients with their questions.

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# SECURITY OF YOUR DATA FACT SHEET

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Given the ever-changing security risks that must be considered when transacting business online, we understand your concerns about data security and safety. Because you've chosen Thomson Reuters products and services to serve your accounting needs, you can be assured that your software and data are stored in a secure network of data centres that are among the most advanced and secure in the world. Every precaution is taken to guarantee the safety of your data. Equipment and facilities are protected against fire, natural disasters, power failures, and other unexpected scenarios.

## DATA SECURITY

- Multiple levels of security (known as Defense in Depth) allow elevated levels of control for maintenance personnel without compromising security.
- Built-in safeguards to prevent "Denial of Service" (DoS) attacks and ID spoofing are provided by load-balancing devices and the security infrastructure.

## INFRASTRUCTURE

- Redundant electric power feeds are used from separate utility substations.
- Access to the Internet is obtained using multiple providers.
- Multiple large scale data centres with raised floors accommodate cable management and uniform cooling distribution.
- Advanced fire control systems enable the detection of heat and smoke. Fire suppression using current and approved fire suppression systems operate both above and below the raised flooring.

## SECURITY

- Around-the-clock internal security monitoring is maintained with camera surveillance at all entry points.
- Card-key entry systems admitting only authorised personnel are continuously logged and monitored.
- Multi-zoned, multi-level keycard access controls and monitors all access into the data centres and internal areas.
- Biometric access controls provide added levels of security.
- Vehicle identification is required for any vehicle on the data centre premises.



## DATA PRIVACY

- All data is treated as strictly confidential.
- Access to your information is limited to those employees with a business requirement for accessing such information.
- All hard copies of data are destroyed before disposal.
- Employees are continually educated on the confidential nature of this information and your need for privacy; policies and procedures are continually incorporated for these purposes. In addition, your customer information will never be discussed with third parties without your permission.

As technology continues to advance, you can be sure that the data centres have in place the most up-to-date safeguards possible to keep your personal and business financial information confidential and secure. We value your trust in our commitment to keep your data safe. You can be confident that the data centres will deliver.