



In Partnership With

Segal McCambridge  
Segal McCambridge Singer & Mahoney



Segal McCambridge is one of the nation's most prestigious and trusted law firms. In order to improve their HR processes & systems to current clients, Segal McCambridge needed a solution that would allow HR file access between multiple offices. They chose DocStor because they realized DocStor is the only electronic document management software and services solution that could increase accessibility without sacrificing security.

## The Problem

- ❑ HR files were stored in a single location in Chicago requiring file updates and requests to be shipped between nine offices nationwide.
- ❑ Average time for file request processing & fulfillment was two to four days.
- ❑ No discernable file structure making finding specific documents within files time consuming.
- ❑ Lack of file structure also resulted in more lost and missing files.
- ❑ The management of time-sensitive documents like I-9's was almost impossible.
- ❑ Security was a constant concern as file cabinets may be accidentally left unlocked or file shipments may be misdelivered.

## The Solution

- ❑ DocStor consolidated all files electronically into a central repository accessible anywhere there is a web connection allowing Segal McCambridge employees to view and update files instantly without leaving their desks.
- ❑ Certified DocStor trainers worked hand-in-hand with Segal McCambridge HR personnel to customize an efficient, secure, search-friendly electronic file structure for their 300+ active employee files and 500+ terminated employee files.
- ❑ Segal McCambridge also realized the benefit of DocStor's built-in Document Retention & Forms Alert function, which stores, tracks and automatically notifies employees when documents are missing or outdated.
- ❑ DocStor protects Segal McCambridge files 24/7 by applying 128 bit encryption along with a totally secure, fully redundant data storage facility.
- ❑ DocStor also allows upper level Segal McCambridge employees to control HR file information by giving them the power to assign and manage access rights at multiple levels within the program.
- ❑ Segal McCambridge realized a 100% increase in HR employee productivity, a 100% decrease in filing errors, and a 100% increase in file security.

**"What is advantageous about DocStor versus other products I've seen is the flexibility in terms of file structure; and on the back-end, the high level of IST support that helps with the implementation stage, ongoing training and the administration overall."**

**Michael J. Leddin**  
Executive Director of Administration  
Segal McCambridge Singer & Mahoney, Ltd.

