Media Contacts:

Rob Krums, Ambir Technology, +1 630-333-4689, rkrums@ambir.com, media@ambir.com

Ambir Technology Case Study

IMKO Workflow Solutions Streamlines Staffing Placement Services through Innovative Digital Technology

Business Need

IMKO Workflow Solutions matches client employers with more than 9,000 new hires each year. To streamline hiring processes, IMKO needed to eliminate file cabinets full of paper-based employee applications, job descriptions, employer policies and approvals, on-boarding materials, and insurance documentation.

Solution

Establish a digital centralized information repository accessible in seconds from all of IMKO's eight-state office network. IMKO achieved its goal by coupling Ambir® Technology's *n*Form® tablet-based fully digital solution for secure capture and transfer of signatures and forms with Upland Software's FileBound™ cloud-based digital information management software.

Results

Job seekers complete and sign applications directly on *n*Form-equipped tablets. The completed forms are sent wirelessly from *n*Form to FileBound, instantly populating information files and eliminating the PC as an interim step. Reviews and approvals are done digitally. On-boarding packages are produced and delivered digitally. Paper is eliminated throughout the process, saving costs and time. The totally digital solution provides real-time access to information from throughout IMKO's organization and eliminates unintentional misfiling or loss of information, enabling IMKO to better serve its employer clients and job applicants.

Elmhurst, IL, September 16, 2016 – From one-office concerns to those spanning multiple locations, staffing placement service providers and Human Resources departments face challenges in centralizing information, providing timely and accurate reviews of employment forms, and eliminating file cabinets of paper-based applications and on-boarding materials.

An innovative digital solution, nForm® developed by Ambir® Technology, is helping one large staffing placement organization meet and beat its information and data challenges.

IMKO Workflow Solutions is headquartered in St. Joseph, Missouri, with offices in eight states. IMKO focuses on the employment needs of the light industrial sector, staffing an entire organization—from temporary line workers and laborers to full-time managers and professionals. Continuing to grow in both in business scope and locations, IMKO holds affiliations with the

![Ambir Technology logo]

American Staffing Association, Staffing Industry Analysts, and has Workers' Compensation Risk Certification from the Risk Control Group.

"We process more than 9,000 new hires per year," said Patrick Hawkins, Chief Information Officer and Vice President, IMKO Workflow Solutions. "As you can well imagine, this has generated multiple file cabinets of paper. In addition, we maintain employment information files on approximately 14,000 job seekers at all times. To better serve our industry clients and job seekers, we recognized the need to move from paper to a digital centralized depository, accessible in seconds from all of our locations."

Hawkins explained employment files consist on many pieces of information, including job application, I-9 form (Employment Eligibility Verification), W-4 form (Employee's Withholding Allowance Certificate), job descriptions, employer policies, drug testing results when applicable, on-boarding handbooks and insurance documentation.

"All of the materials in a file must be reviewed, signed and approved," Hawkins said. "It's a daunting task when all the information resides on paper housed in multiple locations."

IMKO's Cloud-Based Enterprise Content Management Information Solution
Working with Select Imaging Corporation headquartered in Olathe, Kansas, IMKO implemented Upland Software's FileBound™ cloud-based Enterprise Content Management solution.

Select Imaging customized FileBound in regard to file identification and security permissions to meet IMKO's information management needs. In addition to establishing FileBound as a day forward solution for IMKO, Select Imaging is providing document scanning services to convert existing paper-based information into digital files for use with FileBound.

Game Changer: How IMKO Eliminated Paper from Information Input Period.
IMKO fed information into FileBound in two ways as original digital files and as digital files resulting from document scanning.

"While FileBound provided us noticeable improvements in operating efficiency and file management, we were still handling a considerable amount of paper both in information input

and output in regard to producing employee on-boarding packages," Hawkins said. "Ambir Technology's nForm solution has changed all of this, further improving our efficiency and productivity."

nForm enables totally paperless, secure capture and transfer of forms and signatures. It works on a dedicated Ambir 410x wired tablet or iOS™ and Android™ wireless tablets. nForm is available on a tablet-based subscription basis.

"We load all applicable documents as PDFs into nForm, comprising employee files," Hawkins said. "Applicants review and sign forms just as if they were paper documents directly on the tablet. After applicant completion, we send files wirelessly from nForm to FileBound, eliminating the PC as an interim step. Furthermore as all files are digital, we now produce on-boarding packages as digital files—no more time-consuming and expensive printing, copying and package assembly."

"nForm provides a fast and totally digital transition to paperless forms and is a great complement to FileBound," Matt Neuerburg, President, Select Imaging Corporation. "It's easy for customers to use and easy for Value Added Resellers, like us, to implement. FileBound customers can use existing forms and be up and running in less than an hour in most cases."

IMKO presently has several nForm tablets in operation. "The nForm solution is easily expandable and we are in the process of placing additional tablets throughout our locations," Hawkins said.

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About Ambir Technology

Ambir Technology, Inc. is an industry leader in digital capture and document management solutions. Combining professional-grade ID card and document scanners, unique digital imaging software and expert-level customer service, Ambir provides their customers with comprehensive, enterprise-level document capture and form solutions. Specializing in the healthcare, legal, human resources and financial sectors, Ambir helps organizations reduce costs, increase productivity and strengthen data security. For more information, visit www.ambir.com. For additional information about nForm, visit http://www.ambir.com/nForm.

About IMKO

Since 1972, IMKO has grown from a single location to offices in several states, going wherever our clients and candidates need us. Every place we set up shop, IMKO becomes an integral part of the community, helping us to grow and thrive no matter what the economic climate. IMKO can staff an entire organization – from temporary line workers and laborers to full-time managers and professionals. Our IMKO Pro division offers nationwide executive search to find ideal candidates for your most critical leadership roles. Our Mission is to provide a consistent policy of excellence in providing for our client companies, applicants and employees in a professional manner by maintaining, always, the highest standards of ethical practice. Most importantly, we want our candidates, clients and employees to be safe and healthy. Learn more about IMKO at: www.imko.com.

About Select Imaging Corporation

Since 2003, Select Imaging has been assisting clients nationwide automate document processes to significantly decrease costs and improve office efficiency. Whether clients would like to "Go Paperless", electronically route documents for approval, or automatically capture all invoice data – our team of professionals are here to help AP and HR departments improve operations. Our expertise covers a variety of award-winning document management solutions so we can help clients insure a positive return on investment. To learn more about our services and products, access: selectimagingcorp.com.

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