



Human Resources File Management

How can Human Resources File Management Solutions for HR set me free?

You can store all your employee files electronically making sure they are secure and appropriately handled.

How does it work?

Every organisation is legally obliged to hold information on employees (such as training files, health and safety documents, medical, absence and disciplinary records).

Documotive allows you to hold this information securely ensuring that only designated individuals with appropriate access rights can view the data.

We let your HR team determine the structure of your new HR document repository, the document categories and the search criteria which can all be linked directly to your HR system.

Once the structure is agreed, a sample of documents will be processed for your staff to review and make changes or suggestions. When everyone is happy, the system is ready to go. To make life easy from the outset, Documotive can collect and scan all of your existing files for you and upload them providing full access to all legacy and live documents.

The system is simple to use and will make use of all of the existing data held within your HR system, meaning a speedy and easy roll-out.

Technical specification:

- Windows Server: 2003
- Pentium 1GHZ / 512MB RAM min
- MSSQL, .NET Framework
- Computers running Windows XP Professional
- Any TWAIN-compliant image-capture device (optional).

set yourself free

Documotive. Lonsdale House, 52 Blucher Street, Birmingham, B1 1QU

T: 0845 241 0220 F: 0121 616 5047 E: info@documotive.co.uk W: www.documotive.co.uk

The Documotive range includes:

- Finance Scanning Solutions
- Integrated Housing & Tenancy Document Management
- Mailroom e-Post Office
- Expenses Claim Process
- Customer Dashboard
- HR File Management
- Intelligent Data Capture from scanned forms and letters
- Document Hosting Solutions.

Benefits:

- Saves time
- Saves office space
- Eliminates the need for filing
- Never lose documents
- Provides all your information at your fingertips
- Increases efficiency
- Reduces risk
- Improves security
- Provides disaster recovery and business continuity
- Meets regulatory compliance.