

## onRECORD

**onRECORD® is an innovative Records Management Solution designed for the requirements of departments such as Human Resources, NHS Occupational Health, University Student Records, University Directorates, Housing Associations and many more.**

onRECORD® delivers a significant increase in staff efficiency, for example enabling an increased throughput of patients for Occupational Health clinicians, faster processing of student records for Universities and drives cost savings and efficiencies for all who use it.

### **onRECORD® delivers:**

- Strong administration tools
- Powerful search capability across all content
- Full audit trail for all actions
- Secure safe and fully compliant management solution
- ODBC compliant enabling integration into enterprise systems
- Low cost departmental records Management solution
- Logically manages everything in a single location
- Multiple users can access records simultaneously
- Caters for all document formats (250+ viewers)
- Delivers significant efficiencies for staff
- Reduces document storage costs

### **Search Capability within onRECORD®**

onRECORD® incorporates a powerful search capability that ensures you can find the records you want fast. You can also search across all fields and content, and compile records that contain key words, phrases or similar content. For example, Occupational Health Departments can search for “Needle Stick” incidents by year, ward or age across their entire staff database, giving a concise view of how many incidents happened across a time frame, ward, age group etc.



onRECORD® stores all records in a safe secure system, with an easy to use intuitive front end which we deliver to the precise needs of each department and client. This ensures all users are comfortable in leveraging onRECORD® to its full extent from day one.

## Compliance, Administration and Audit Trail

The concerns of Compliance and Audit Trail are fully satisfied with onRECORD<sup>®</sup>, as it ensures every action and event is automatically recorded. It provides a full British Standard Institute BS 10008:2008 and The Civil Evidence Act 1995 (Evidential weight and legal admissibility of electronic information) compliant trail.

Consecutive viewing of records can be enabled whilst records are being edited, and library services can be configured to only show the latest saved record.

## Installation and Deployment

onRECORD<sup>®</sup> can be delivered in a variety of ways, as a fully supported and maintained SaaS Solution, or as an “on premise” solution within a department. onRECORD<sup>®</sup> can be fully integrated into larger enterprise EDM solutions at a later date. Each client situation is different, and we tailor the installation to best suite our client’s needs and to deliver maximum returns.

## onRECORD User Interface

