



# onRECORD-HR

## onRECORD-HR® is an innovative Records and Document Management Solution designed specifically for the requirements of Human Resources.

onRECORD-HR® delivers a very significant level of business value across both business processes and staff efficiency. Staff benefit from having a single, fully searchable repository for all documentation, reports, and HR processes and compliance requirements. The tasks of processing a new starter are greatly simplified with the task being accomplished much more swiftly. Managers and department heads can gain remote access to the processes to sign off stages and see how their vacancies are doing and where an applicant is in the process.

HR records along with the diverse set of documents can be stored on onRECORD-HR® saving storage costs and enhancing the efficiency of HR staff.

### onRECORD-HR® delivers:

- Low cost HR records and document management
- Secure safe and fully compliant records management
- Powerful search capability across all indexed content
- Built-in work flow to enable HR processes to be tracked
- Assign tasks to individuals or groups
- Multiple users can access records simultaneously
- E-mail alerts for folder changes
- Full audit trail for all actions
- Strong administration tools
- Caters for all document templates and formats



### Powerful Workflow Management

The integrated Workflow Management that is built into onRECORD-HR® will help you manage your documents and business processes more effectively than ever.

This powerful software will allow you to create complex workflow to streamline your business processes. You will be able to automate a business process (Recruitment & Department Moves) where a generated document will be passed from one user to the other via email notifications and task assignments. Each user(s) in the path of the defined workflow will be able to perform a variety of tasks such as review a document, edit attached documents, add attachments and much more before passing the buck to the next person or persons in the path.

You can create recurring workflows for ISO Document Control or SOX reviews for example, for regulatory compliance purposes, where documents are passed around automatically and are reviewed by the defined users until the document is either rejected or approved. Users with appropriate access can track these documents and their current workflow statuses.

The workflow functionality is built-in so nothing has to be done to activate this feature. The System Administrator (sysadmin) or the Library Manager can create workflows.



## **Search Capability within onRECORD-HR©**

onRECORD-HR© has powerful built-in search capabilities that enable a user to search for anything across the entire repository. This ensures people can find what they want fast and effectively. You can also search across all fields and content, compiling records that contain a specific word or phrase for later scrutiny.

## **Compliance, Administration and Audit Trail**

The concerns of Compliance and audit Trail are fully satisfied with onRECORD-HR, 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.

## **Installation and Deployment**

onRECORD-HR© can be deployed in a variety of ways, as a fully supported and maintained SaaS Solution, or as an “on premise” solutions installed and supported by an MDT support agreement. Each client has a different set of requirements and we tailor the installation to best suit our client’s needs and to deliver maximum return.

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