GRM Digital

Empower Your Information.

CUT COSTS, BOOST PRODUCTIVITY 30-50%!

Improve Your Performance

One third to one half or more; that's what you stand to gain by taking your information management digital with the GRM Online Record Center Version 4.0.

Through its custom flexibility and rapid Return on Investment, the latest version of the SaaS and Cloud-based Online Record Center lets you effectively manage two of your organization's greatest assets—information and people—like never before.

Quickly deployed and highly affordable (with no upfront costs, maintenance, software upgrades or IT investment required), this private, Enterprise Content Management system fully supports compliance and workflow automation, enabling a secure, responsive transition from paper to an electronic environment.

Available in two turnkey stages—as a basic storage/retrieval system or the foundation for a complete ECM platform—the Online Record Center provides:

- Secure digital storage and retrieval of all records

- Full compliance and chain-of-custody audit tracking

- Intelligent capture from multiple entry points, including scanning, email, text, fax and document uploading with advanced metadata extraction capabilities

- Integrated image viewing with redaction & annotation

- Compatibility with Microsoft Office, Adobe and other popular software; promotes interdepartmental, enterprise-wide collaboration

- Quick deployment in as little as 30 days

- Subscription-based, rapid return on investment

- Remote paper/digital inventory control

- Time and cost-saving workflow automation tools, including the industry's most powerful eForms application

- Disaster recovery through Cloud-based servers and redundant data centers

- Seamless, Blended Solution integration with GRM services such as offsite document storage, imaging/indexing and certified destruction

COMPLETE, CLOUD-BASED ECM FEATURE FUNCTIONALITY

Through the Online Record Center's single, sharable content repository capabilities (similar to on-premises ECMs such as OnBase), you'll be able to electronically assemble, update, maintain and leverage complete records with the added advantages of a SaaS, private Cloud-based system.

The comprehensive capabilities of the Online Record Center, Version 4.0 include:

- Workflow automation of HR, Finance, Contracts, Supply Chain, Purchasing, AP/AR and many other processes; enables the extraction, routing and tracking of information at will

- The ability to replicate any paper/manual task or process electronically to increase productivity and accuracy

- Backup and supplemental support of physical, in-place ECM systems experiencing downtime

- Regulatory compliance through robust features such as encryption of data at rest and in transit, and ongoing chain-of-custody audit tracking

- A flexible, easy-to-use eForms development tool for attractive, custom-designed forms in editable formats such as Word or PDF; eliminates the cost of pre-printed forms; ideal for HR, AP/AR, Purchasing, Contracts, Supply Chain Fulfillment, HR, Medical Admissions, etc.

- eSignature, which allows signatures on forms, contracts and agreements to be electronically received from employees, managers, vendors, partners and customers

- Automatic alerts, authorization layering, action-based links and set rules/values

- A highly intuitive user interface with fully customizable sign in and dashboard combined with bread crumbs navigation

- SureFind quick search of index and keyword fields; allows users with minimal training to locate Online Record Center information without circumnavigating the tracking, authentication and compliance aspects of the system