GRM

PROFESSIONAL SERVICES

GETTING MORE OUT OF YOUR VISUALVAULT SYSTEM

VisualVault, the most powerful ECM system in the industry, is loaded with advanced features and capabilities. To unleash the power of VisualVault, GRM provides experts in the use and deployment of the platform to assist you in enhancing your experience. If your needs are training, custom programming, document scanning, workflow design, iForm design or business process improvement, let the GRM team shorten your time to deployment and success.

iFORMS DESIGN

iForms (Intelligent Forms) will automate your business processes, replacing a paper-intensive, multiple-form process with one iForm.

iForms may be configured to:
- Validate selected options or combination of options
- Show specific options to users based on previous selections
- Secure sections so that users may see specified sections while management may see all specified sections

These benefits allow users to execute one form for multiple approvals validation, additional notes and more.

iForms are created per your specifications and may include:
- Drop-down list options valued from data sets
- Field-level validation to ensure proper entry
- Attach supporting documentation
- Add data to a dashboard
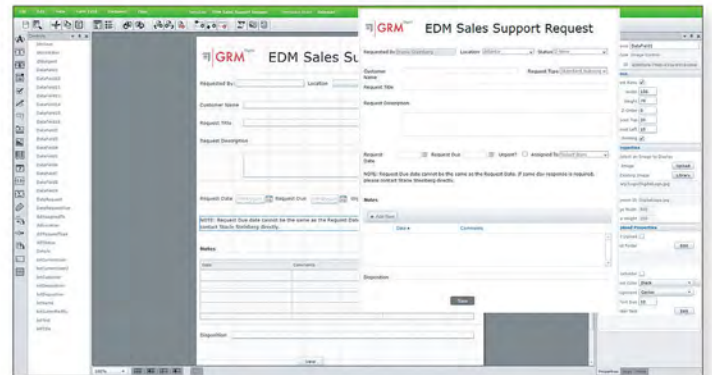- Use in workflow, archive and export data for ingestion into another system.

GRM offers sessions to teach you how to create and manage iForms.

WORKFLOW

First, we collaborate with you to determine the current business workflow. Then, we document the workflow and customize recommendations.

Workflow may be data-driven by specific selections within an iForm or index values for a document. Send approvals, with notifications to recipients, add comments and archive for future use. Send checklists to team members and other departments. Combine iForms, document indexing and workflow into one automated solution. We can also train your staff to update and create new workflows.

VISUAL VAULT

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MIGRATIONS AND BACKFILE CONVERSIONS

We can migrate from other systems and scan the paper that is in your office. With migrations, GRM may accept back-up copies of the database and the image directory and take it from there. No data conversions or formatting are required by you.

If you are hosted and cannot provide the database and documents, we will work with you to learn the application and export documents and charts, allowing you to skip the fees from your current vendor. Migration options do not stop there. You may have documents on Sharepoint or in a network directory and GRM can bring those into VisualVault, providing one access point for your Users. GRM's back-file conversion option will give you zero-footprint documents by scanning and indexing all the paper into VisaulVault. GRM can send back the paper or shred it per your instructions.

INTEGRATIONS

VisualVault has an API available for image enabling with most other source systems. If the source system can't use the API, we also have a locally-installed image tool, ORC Connect, that allows for flexible configuration of hot keys from your source system. The hot key value is then used to determine what data to search for within VisualVault. Users will not have to log in again and will not have to manually search for information and documents.

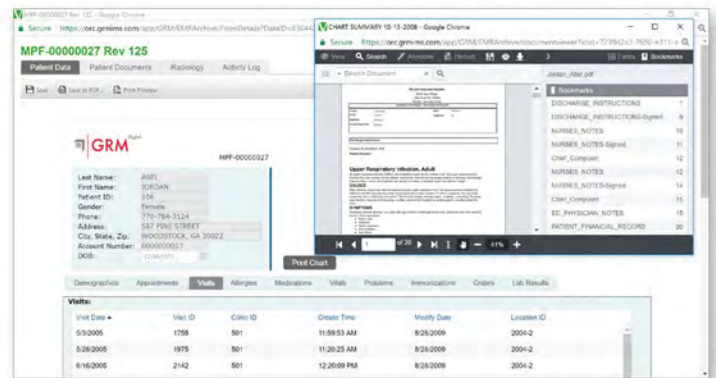### What else can we do with Integrations?

- Import and export data and documents
- Connect for real-time HL7 feeds
- Pull data for validation, workflow assignments and more
- Public and private form creation and access through systems
- Create custom solutions that work for your process

TRAINING SESSIONS

GRM offers much more than end user training and basic administration training. Would you like to take over administration, or continue creating iForms and workflow and reporting after we complete the implementation?

GRM offers those classes for:
- Mid-level technical audiences who are newer to script writing, HTML editing and services
- Technical audiences who have advanced knowledge of technology and script writing
- Operational audiences

"After attending the Advanced Technical class, I created an automated workflow that changed our business from a 10-day paper-intensive process to a 3-day online process."

-Current GRM Customer